



## **Stockton Borough Planning Board**

2 South Main St | Stockton, NJ 08559

609-397-0070

boardsecretary@stocktonboronj.us



### **Application Instructions**

1. Each section of this application, where applicable, must be completed.
2. Copies of the Borough of Stockton Land Use Ordinances are available by contacting the Stockton Borough Municipal Clerk.
3. All applications must be delivered to the Attention of the Planning Board Secretary, Stockton Borough Hall, 2 South Main Street, P.O. Box M, Stockton, NJ 08559, at least 21 days prior to the Planning Board's regular scheduled meeting on the first Tuesday of each month.
4. All applications upon submittal must include 16 copies of the required plans, a flash drive with PDF of the plans, and payment of the application fee and escrow deposit. (The application fee and escrow deposit must be separate checks.)
5. Applications may, and usually do require approval of other governmental agencies. Each application is unique and the other government agency approvals will vary with each application. In such situations the Planning Board's approval will be conditioned upon the Applicant obtaining the other necessary approvals.  
All subdivision applications, minor and major, must be submitted to the Hunterdon County Planning Board for review and/or approval.  
Hunterdon County Planning Board  
Hunterdon County Complex Building # 1 Route 12  
Flemington, NJ 08822  
Telephone Number: 908-788-1490
6. Building and zoning permits require separate applications and must be obtained from the Borough's construction and zoning officers.
7. All applications for development require a hearing. All hearings, except for minor subdivision and minor site plan applications and final major subdivision and site plan approvals, require that personal and public notice be given at least 10 days prior to the hearing. The personal notice must be given to all property owners within 200 feet of the property which is the subject of the hearing.
  - a. If the property fronts on a state highway the New Jersey Department of Transportation must receive notice.
  - b. If the property fronts on a county road the Hunterdon County Planning Board must receive notice.



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- c. If the property is within 200 feet of another municipality, notice must be provided to the clerk of the adjoining municipality.
  - d. Certain major subdivisions may require notice to other state agencies.
8. Notice shall be given by:
  - a. Serving a copy to the property owner or his agent in charge of the property OR
  - b. Mailing a copy thereof by certified mail to the property owner at his address as shown on the current tax duplicate.
  - c. Any notice made by certified mail shall be deemed complete upon mailing.
  - d. The list of property owners within 200 feet of the subject property can be obtained from the Tax Assessor, whose telephone number is: 609-397-0070.
  - e. The applicant must present at least 3 days prior to the hearing, an Affidavit of Service with a copy of the Tax Assessor's list of property owners and certified mail receipts (*with the date stamped by post office*) attached. A copy of a blank Affidavit of Service is attached.
9. The notice must state the following:
  - a. Name of the Applicant
  - b. Date, time and place of public hearing
  - c. Specific nature of the matter to be considered
  - d. Identification of property by street address and Lot and Block number
  - e. Time and place submitted documents such as the application and plans are available for review at the Borough Hall. (Must be at least 21 days prior to hearing date.)
  - f. If seeking a variance, specify the ordinance section from which relief is requested
10. Public notice must be placed in the official newspaper of the Borough (confirm with Municipal Clerk or Board secretary) and the applicant must obtain from the newspaper a Proof Affidavit of Insertion of the notice which the Applicant must present at least 3 days prior to the hearing.
11. All applicants must also present proof that real estate taxes have been paid and utilities are paid. This can be obtained by contacting the Tax Collector at the Borough Hall at 609-397-0070.
12. The Planning Board Secretary can be reached at boardsecretary@stocktonboronj.us



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### **A. Application Fees**

Each such application or appeal shall be accompanied by payment of a fee or shall be paid in a method to be determined by the Borough Committee, in its sole discretion, including but not limited to payment in installments. The fees are non-refundable.

1. For interpretation of ordinance provisions - \$150.00
2. For submission of sketch plat or boundary line change or merger of portions of adjoining properties where engineering review by the Planning Board Engineer is required - \$100.00
3. Site plan waiver and/or change of use request - \$100.00
4. Minor subdivision - \$100.00 for each new lot created
5. Merger application - \$100.00
6. Major subdivision, preliminary plat - \$500.00
7. Major subdivision, final plat - \$150.00
8. Site plan - \$150.00
9. Appeals pursuant to N.J.S.A. 40:55D:70(a) - \$300.00
10. Appeals pursuant to N.J.S.A. 40:55D:70(b) - \$300.00
11. Appeals pursuant to N.J.S.A. 40:55D:70(c) - \$300.00
12. Appeals pursuant to N.J.S.A. 40:55D:70(d) - \$500.00

### **B. Escrow Fees General Provisions**

1. In addition to the non-refundable application fees, the applicant shall be required to establish one (1) or more escrow accounts with the Borough to cover professional and expert review and consultation fees and services, including testimony, associated with the review and processing of the application. Said escrow fees shall be required for all applications for approval or preliminary and final site plans, preliminary and final subdivisions, planned developments, and variances of any type.

2. At the time of submitting an application to the Administrative Officer for site plan or subdivision review, before either the Board of Adjustment or Planning Board, the applicant shall be required to make a deposit to the escrow account as hereinafter provided and execute an escrow agreement. The escrow agreement shall be in a form approved by the Planning Board Attorney or Attorney for the Board of Adjustment. All fees and escrow deposits must be paid prior to certification by the Administrative Officer that the application is complete. In the event that the amounts required to be posted by the Ordinance are not sufficient to cover the Borough's professional charges associated with this application, the Planning Board or Board of Adjustment shall request additional escrow funds.

3. Following approval of a major subdivision or site plan and prior to commencement of construction, the applicant shall be required to make a further deposit to the escrow account to provide sufficient escrow to pay for anticipated inspection fees and any anticipated additional professional review services.

4. Borough Finance Officer shall advise the Administrative Officer monthly, of the balance of all escrow accounts and whether additional funds are required as provided hereinafter. In the event additional funds are required, it shall be the obligation of the Administrative Officer to notify the applicant of the amounts required as additional escrow and in the event there is a refusal or failure to make the payments required, the Administrative Officer shall notify the approving authority. In the event the additional fees are not paid, the Planning Board, Board of Adjustment or Municipal Professionals and Consultants shall take no further action on the application until such time as the additional fees have been paid.

**C. Subdivision and Variance Escrow Accounts**

The following escrow amounts shall apply to subdivision and site plan review:

1. For submission of a sketch plat or boundary line change or merger of portions of adjoining properties where engineering review by the Planning Board Engineer is required by the board - \$100.00
2. Minor subdivision - \$100.00 per lot
3. Major subdivision - preliminary plat - \$500.00 plus \$25.00 per lot, or \$75.00 per unit in the case of cluster development.
4. Major subdivision - final plat - \$300.00 plus \$25.00 per lot OR \$25.00 per unit in the case of cluster development.

The following escrow amounts shall apply to variance applications which do not include or are not associated with applications for subdivisions of land or site plan review:

1. Appeals pursuant to NJSA 40:55D-70(a) - \$300.00
2. Appeals pursuant to NJSA 40:55D-70(b) - \$300.00
3. Appeals pursuant to NJSA 40:55D-70(c) - \$300.00
4. Appeals pursuant to NJSA 40:55D-70(d) - \$750.00

**D. Site Plan Review Escrow Accounts**

The site plan escrow shall be based on a percentage of the cost of the proposed improvements:

<u>Cost of Improvements</u>	<u>Escrow</u>
\$0 - \$3000	20% of total cost
\$3001 - \$5000	\$600 plus 4% of amount over \$3001
\$5001 - \$25,000	\$680 plus 4% of amount over \$5001
\$25,001 - \$50,000	\$1500
\$50,001 - \$99,999	\$1700
\$100,000 - \$249,999	\$1900
\$250,000 - \$499,999	\$2100
\$500,000 - \$749,999	\$2800
\$750,000 - \$999,999	\$3300
\$1,000,000 and over	\$4000

**E. Construction and Final Inspection Escrow**

All land use improvement applications requiring construction and final inspection of improvements shall provide an inspection escrow as follows:

<u>Cost of Improvements</u>	<u>Escrow</u>
Less than \$10,000	7% of total cost
\$10,000 - \$50,000	\$700 plus 6% of amount over \$10,000
\$50,000 - \$100,000	\$3100 plus 5% of amount over \$50,000
\$100,000 - \$200,000	\$5600 plus 4.5% of amount over \$100,000
More than \$200,000	\$10,000 plus 4% of amount over \$200,000

The Planning Board or Board of Adjustment or Borough Engineer shall not review, act upon or consider any plan until such time as the initial fees and escrows are paid in full and the Planning Board Engineer shall not commence reviewing the application until he is advised that the fees and escrows have been paid.

**F. Replenishment of Escrow Balance**

The escrow associated with each application shall be replenished whenever the original escrow is reduced by charges against the amount to 35% or less of the original amount. The Administrative Officer of the Planning Board shall notify the applicant of the requirement to replenish the escrow account. No further consideration, review, processing, or inspection shall be performed by or on behalf of the Board until the additional escrow has been paid.

**G. Accounting of Fees**

1. In the event any applicant desires an account of the expenses or fees paid by him for professional review, he shall request such in a letter directed to the Administrative Officer. The applicant shall be responsible for any costs incurred by the Planning Board or Board of Adjustment in having its professional and administrative staff prepare an accounting of the fees expended.

2. In the event the applicant believes the fees charged to be unreasonable, the Planning Board or Board of Adjustment shall hear and decide at a public hearing whether such fees are reasonable, and the applicant may appeal the decision of the Planning Board or Board of Adjustment to the Borough Committee, provided the applicant shall provide the Committee with the portion of the transcript of the Planning Board or Board of Adjustment hearing on fees, at the applicant's cost, and the appeal shall be on the record made before the Board. The Committee shall consider the appeal in accordance with the provisions of N.J.S.A. 40:55D:17.

**H. Use and Return of Escrow Balance**

1. The Borough Engineer, Planning Consultant or approving agency Attorney and any other professional engaged by the Board as experts in connection with the application shall submit vouchers for all fees for examination, review or testimony, to the approving agency (with copies sent to the applicant) for approval after which the bill shall be forwarded to the Borough and shall be paid in the ordinary manner and the Borough shall be reimbursed from the escrow fees.

2. If any money deposited in the escrow account is unexpended upon completion of the project and the satisfactory completion of the maintenance period, if any, or phased section in the case of a sectionalized application, said amount shall be returned to the applicant upon applicant's written request for a refund or, at the developer's request applied to the next phase. All interest accrued on escrowed funds shall be paid to the Borough to defray the costs of administrative expenses.

**I. Request for a Special Meeting**

An applicant for approval of an application may request a special meeting. The Board shall schedule such special meeting(s) at a date and time convenient to the applicant, the Board, and the public. There shall be paid to the Borough, prior to the meeting, a special meeting escrow deposit of \$750.00, of which \$100.00 is a non-refundable administrative charge. If the applicant has in escrow at the time of the request for a special meeting more than \$750.00 net of any vouchers presented, then no additional meeting deposit shall be required. If the special meeting is continued for additional hearings, or additional review which requires further professional services to the Board, the applicant shall, if the applicant's escrow is less than \$750.00 at the time of the next meeting, post with the Borough an additional \$750.00 for each of said additional hearings.

**J. Availability of Applications to Environmental Commission**

If the Environmental Commission has prepared and submitted to the Planning Board an index of the natural resources of the municipality or region, the Planning Board shall make available to the Environmental Commission an informational copy of every application for development submitted to the Planning Board. Failure to do so shall not invalidate any hearing or proceeding.

**K. Applications for Conditional Uses: Additional Data**

Each application for a conditional use shall include a request for any required site plan approval that is related thereto.

**L. Informal Review of Concept Plan**

At the request of the developer, the Planning Board shall grant an informal review of a concept plan for a development for which the developer intends to prepare and submit an application for development. The developer shall not be required to submit any fees for such an informal review if previously submitted at a regularly scheduled meeting. The developer shall not be bound by any concept plan for which review is requested, and the Planning Board shall not be bound by any such review.



# Stockton Borough Planning Board

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## LAND USE DEVELOPMENT APPLICATION

Submission Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

TAXES PAID YES/NO \_\_\_\_\_ (INITIAL)

FEES \$ \_\_\_\_\_ PROJ. # \_\_\_\_\_

ESCROW \$ \_\_\_\_\_ ESCR. # \_\_\_\_\_

### 1. APPLICANT

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Interest in Property: \_\_\_\_\_

### 2. OWNER

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### 3. TYPE OF APPLICATION (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Minor Subdivision                          | <input type="checkbox"/> Interpretation <sup>1</sup>                 |
| <input type="checkbox"/> Preliminary Major Subdivision <sup>1</sup> | <input type="checkbox"/> Appeal of Administrative Officer's Decision |
| <input type="checkbox"/> Final Major Subdivision                    | <input type="checkbox"/> Certificate of Non-Conformity               |
| <input type="checkbox"/> Minor Site Plan                            | <input type="checkbox"/> Use (d) Variance <sup>1</sup>               |
| <input type="checkbox"/> Preliminary Major Site Plan <sup>1</sup>   | <input type="checkbox"/> Bulk (c) Variance <sup>1</sup>              |
| <input type="checkbox"/> Final Major Site Plan                      | <input type="checkbox"/> Conditional Use <sup>1</sup>                |
| <input type="checkbox"/> Amended Plan                               | <input type="checkbox"/> Street Vacation Request                     |
| <input type="checkbox"/> Site Plan Waiver                           | <input type="checkbox"/> Rezoning Request <sup>1</sup>               |
| <input type="checkbox"/> Concept Plan                               | <input type="checkbox"/> Other: _____                                |

<sup>1</sup> Legal advertisement and notice is required to all property owners within 200 feet.

### 4. ZONE (check all that apply)

RESIDENTIAL	COMMERCIAL	OTHER
R-1-40 - One Family Residence	CR - Commercial Residence	
R-1-20 - One Family Residence		
R-1-15 - One Family Residence		
R-1-10 - One Family Residence		

### 5. ATTORNEY (A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney)

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**6. APPLICANT'S PROFESSIONALS (Engineer, Surveyor, Planner, etc.)**

Name: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone:(\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone:(\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**7. LOCATION OF PROPERTY**

Street Address: \_\_\_\_\_ Block(s): \_\_\_\_\_  
Tract Area: \_\_\_\_\_ Lot(s): \_\_\_\_\_

**8. LAND USE**

Existing Land Use: \_\_\_\_\_  
Proposed Land Use (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. PROPERTY**

Proposed Form of Ownership:  
Number of Existing Lots: \_\_\_\_\_  Fee Simple  Condominium  
Number of Proposed Lots: \_\_\_\_\_  Rental  Cooperative  
Are there Existing Deed Restrictions or Easements?  No  Yes (please attach copies)  
Are there Proposed Deed Restrictions or Easements?  No  Yes (please attach copies)

**10. UTILITIES (check all that apply)**

Public water  Public sewer  Private well  Private septic system

**11. APPLICATION SUBMISSION MATERIALS**

List all plans, reports, photos, etc. (use additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. PREVIOUS OR PENDING APPLICATIONS**

List all previous or pending applications for this parcel (use additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_



**Additional space**

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**15. RELIEF REQUESTED** (check all that apply)

- Zoning Variances are requested.
  - Exceptions from Municipal Requirements are requested (*N.J.S.A. 40:55D-51*).
  - Exceptions from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.1*).
  - Waivers from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.2*).  
Requires application to and approval of the New Jersey Site Improvement Advisory Board.
- For any type of the above relief requested, a separate exhibit should be attached stating the factual basis, legal theory, and/or previously granted relief.*

**16. SIGNATURE OF APPLICANT**

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant, or that I am an Officer of the Corporate applicant and authorized to sign the application for the Corporation, or a General Partner of the partnership application.

SWORN & SUBSCRIBED to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ (year)  
\_\_\_\_\_  
(notary)

\_\_\_\_\_  
**SIGNATURE (applicant)          DATE**

\_\_\_\_\_  
**PRINT NAME**

**17. CONSENT OF OWNER**

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (if owned by a Corporation, a resolution must be attached authorizing the application and officer signature).

SWORN & SUBSCRIBED to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (notary)

\_\_\_\_\_  
**SIGNATURE (owner)                      DATE**  
\_\_\_\_\_  
**PRINT NAME**

**18. DISCLOSURE STATEMENT (circle all that apply)**

Pursuant to N.J.S.A. 40:55D-48.1 & 48.2, please answer the following questions:

- Is this application to subdivide a parcel of land into six (6) or more lots? Yes    No
- Is this application for a variance to construct a multiple dwelling of twenty-five (25) or more units? Yes    No
- Is this application for approval of a site (or sites) for non-residential purposes? Yes    No
- Is the applicant a corporation? Yes    No
- Is the applicant a limited liability corporation? Yes    No
- Is the applicant a partnership? Yes    No

If you responded YES to any of the above, please answer the following (use additional sheets if necessary):

List the names and addresses of all stockholders or individual partners owing at least 10% in stock of any class or at least 10% of the interest in partnership (whichever is applicable).

Does a corporation or partnership own 10% or more of the stock in this corporation or partnership? If yes, list the names and addresses of stockholders of that corporation holding 10% or more of the stock or 10% or greater interest in that partnership (whichever is applicable). This requirement is to be followed by every corporate stockholder or partnership, until the names and addresses of the non-corporate stockholders and individual partners with 10% or more ownership have been listed.

\_\_\_\_\_  
**SIGNATURE (applicant)                      DATE**

**19. SURVEY WAIVER CERTIFICATION**

As of the date of this application, I hereby certify that the survey submitted with this application, under the date of \_\_\_\_\_, 20\_\_\_\_ shows and discloses the premises in its entirety, described as Block(s)\_\_\_\_\_ Lot(s)\_\_\_\_\_; and I further certify that no buildings, fences, or other facilities have been constructed, installed, or otherwise located on the premises after the date of the survey with the exception of the structures shown.

SWORN & SUBSCRIBED to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ (year) \_\_\_\_\_ (notary)

\_\_\_\_\_ of full age, being duly  
**PRINT NAME**  
\_\_\_\_\_  
**SIGNATURE (applicant/owner)                      DATE**

**FOR OFFICE USE ONLY**

The application was reviewed in accordance with the rules of the applicable Board and Ordinances of the Borough of Stockton and determined that all the checklist items are in order and this application has been deemed complete.

The time within which the Board must act on this application pursuant to *N.J.S.A. 40:55d-1 et seq.*, has commenced from this date.

\_\_\_\_\_  
**SIGNATURE (administrative officer)                      DATE**

# O W N E R S H I P   D I S C L O S U R E   S T A T E M E N T

**NAME OF CORPORATION, PARTNERSHIP, LLC, OR LLP:** \_\_\_\_\_

Listed below are the names and addresses of all owners of 10% or more of the stock/interest\* in the above referenced corporation, partnership, limited liability corporation (LLC) or limited liability partnership (LLP):

	NAME	ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

\*If a corporation or a partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criterion established have been listed.

SWORN & SUBSCRIBED to before me this  _____ Day of _____, 20____(year)  _____(Notary)
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\_\_\_\_\_  
SIGNATURE (OFFICER/PARTNER)                      DATE

\_\_\_\_\_  
TITLE

# POLITICAL CONTRIBUTION DISCLOSURE STATEMENT

1. Application Type Subject to Disclosure. Any applicant to the Stockton Borough Planning Board including a Use (d) Variance (N.J.S.A. 40:55D-70(d)) or Bulk (c) Variance (N.J.S.A. 40:55D-70(c)) in conjunction with a major subdivision plan or a major site plan.
2. Individuals & Entities Subject to Disclosure Requirements. Any individual or entity listed below that is party to an application for a request for approval of any application type listed in the above paragraph pursuant to the following stock or ownership standard:
  - a. All owners or Developers; and
  - b. All associates of said Developers who would be subject to disclosure pursuant to *N.J.S.A. 40:55D-48.1* or *40:55D-48.2*.
  - c. All persons or entities holding an option or contract to purchase or other enforceable proprietary interest in such land or project.
3. Contribution Disclosure Statement must be updated until a decision is rendered by the Planning Board.

Listed below are the date, amount, and the recipient of any and all Contributions by made to or on behalf of any Stockton Borough candidate, candidate committee, joint candidate committee, or political action committee or political party committee of, or pertaining to, made **up to one year prior** to filing the application subject to disclosure and/or during the pendency of the Stockton Borough application process, and required to be reported pursuant to *N.J.S.A. 19:44A-16(f)*:

APPLICANT: \_\_\_\_\_  OWNER: \_\_\_\_\_  
*Name of Individual* *Name of Individual*

DEVELOPER: \_\_\_\_\_  
*Name of Individual* *Name of Business*

POLITICAL CONTRIBUTION RECIPIENT	DATE	AMOUNT

*Attach a separate sheet if necessary. Do not write 'not applicable', state 'none' instead.*

By signing below, I understand and certify to the above and am aware that if I have misrepresented in whole or in part of this certification, I and/or the business entity, will be liable for any penalty permitted under the law.

\_\_\_\_\_  
SIGNATURE (applicant, owner, or developer)      DATE

\_\_\_\_\_  
PRINT NAME

**P R O P E R T Y   L I S T   R E Q U E S T**

I am requesting a list of property owners within two hundred (200') feet of the following subject property:

ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_                      LOT(S): \_\_\_\_\_

DATE: \_\_\_\_\_

REQUESTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_                      PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_                      DATE: \_\_\_\_\_

Submit to the Stockton Borough Tax Assessor: [assessor@stocktonboronj.us](mailto:assessor@stocktonboronj.us)

# AFFIDAVIT OF SERVICE OF NOTICE

In connection with Application No. \_\_\_\_\_, the undersigned declares that in accordance with the provisions of the Municipal Land Use Law *N.J.S.A. 40:55D*, a notice of a Site Plan and/or Subdivision application and of a public hearing before the Stockton Borough Planning Board has been personally delivered, or sent by Certified Mail, to all property owners within two hundred (200') feet of the boundary line of the property involved. If service is by hand delivery, signature is required of an adult (18 years of age or older).

As of \_\_\_\_\_, 20\_\_\_\_\_, all notices, a copy of which is attached, were either delivered in person or sent by Certified Mail to the property owners listed below and on the accompanying forms which are hereby made part of this declaration:

BLOCK	LOT	ADDRESS	SIGNATURE (if hand delivered)

## AFFIDAVIT

\_\_\_\_\_ of full age and being duly sworn according to law upon his oath deposes and says that he is the person executing the foregoing statement and that the facts herein set forth are true and correct.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF PETITIONER

**C O N S E N T   T O   A S S U M E   L I A B I L I T Y**  
**Relative to (45 day) Time Frame for Appeal**

**PROPERTY INVOLVED:**

APPLICANT'S NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_                      BLOCK(S): \_\_\_\_\_                      LOT(S): \_\_\_\_\_

APPLICATION No.: \_\_\_\_\_

NATURE OF RELIEF OR VARIANCES REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned applicant, or attorney on behalf of the applicant, hereby acknowledges that the time frame for appeal of the decision of the Stockton Borough Planning Board, relative to the above mentioned application, has not expired pursuant to *N.J.S.A. 40:55D-17*. The applicant agrees that he/she will not hold Stockton Borough liable for any damages arising from the use of the property prior to the appeal period having expired.

\_\_\_\_\_  
SIGNATURE (APPLICANT / ATTORNEY)

\_\_\_\_\_  
DATE



**Stockton Borough Planning Board**

2 South Main St | Stockton, NJ 08559

609-397-0070

boardsecretary@stocktonboronj.us



**Taxes and Utilities Clearance Certificate**

*must be submitted at time of application*

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

\_\_\_\_\_

**Applicant email:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Property Block & Lot:** \_\_\_\_\_

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*To be completed by the Tax and Utilities Collector*

I, **Diane S. McDaniel**, Tax and Utilities Collector of the Borough of Stockton, do hereby certify and affirm that no taxes are due or delinquent:

Taxes paid through (year/quarter): \_\_\_\_\_

\_\_\_\_\_  
**Signature, Diane S. McDaniel**

\_\_\_\_\_  
**date**

I, **Diane S. McDaniel**, Tax and Utilities Collector of the Borough of Stockton, do hereby certify and affirm that no sewer or water utilities are due or delinquent:

Sewer paid through (year/quarter): \_\_\_\_\_

Water paid through (year/quarter): \_\_\_\_\_

\_\_\_\_\_  
**Signature, Diane S. McDaniel**

\_\_\_\_\_  
**date**





## **Stockton Borough Planning Board**

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### **Residential Construction**

*(All requirements as per NJAC 5:23-2.23)*

### **Checklist - required documentation when submitting Permit Application**

- Stockton Borough Water & Sewer Hook-up
- Hunterdon County Soil Conservation
- Driveway Permit
- Approved Stormwater Management
- Zoning Approval
- Current Survey or Plot Plan
- Signed Construction Permit Application (owner/agent)
- Two sets of Construction Plans (signed & sealed NJ licensed)
- Riser Diagrams: Water/Drain, Fuel/HVAC (signed & sealed)
- Electrical Technical Section (signed & sealed)
- Plumbing Technical Section (signed & sealed)
- Fire Protection Technical (signed & sealed)
- Building Technical Section (signed & sealed)
- A copy of Builder's Registration
- Stream Encroachment
- Flood Plain Management Certificate
- Delaware & Raritan Canal Commission



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### **DEVELOPMENT APPLICATION CHECKLIST** **VARIANCE AND SITE PLAN WAIVER APPLICATION** **NOT REQUIRING SITE PLAN OR SUBDIVISION APPROVAL**

**NOTE:** *This checklist is intended as a reference. The applicant acknowledges that the provisions of the ordinance control what is required, not this checklist, and that for a full understanding of the provisions of the ordinance, the ordinance itself should be reviewed. This completed checklist is to be submitted with the application.*

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Signature of Applicant

Each application for major site plan approval and minor subdivision approval shall provide the following information unless waived by the Planning Board or Zoning Board of Adjustment. Please indicate "X" for provided or "W" for waiver requested.

1. A site survey showing the proposed and existing structures on the property, with north arrow, date of the survey and the name and signature of the preparer of the survey.
2. An indication of the current use of all structures located on the property
3. Any information necessary to review the proposed development, including floor plans, construction details, and similar information.
4. Zoning information, including zone classification and all area and bulk requirements, with a zoning table showing a comparison to the proposed development; and all dimensions and other site data needed to determine conformity with Borough Ordinances.
5. Existing and proposed buffer and landscaped areas as applicable, including an identification of all trees over ten inches in diameter.
6. The location of all environmentally sensitive areas, including flood hazard areas, freshwater wetlands and wetland buffer areas, and slopes over fifteen percent, with all such areas, excluding wetland buffer areas, shaded. For sites with no critical areas, a plan note, signed by the preparer of the plan indicating the site contains no critical areas shall be provided.
7. Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
8. A listing of approvals required by other governmental agencies and completed copies of applications made to any other governmental agency with jurisdiction over the application, and/or status reports of said applications.
9. A completed and signed application form and proof of payment of all required fees.
10. Any information required by the Borough Flood Plain Ordinance.



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11. Where a variance is requested, the name, address, and lot and block numbers of all property owners within two hundred feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Assessor.

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Signature and Title of Person Preparing the Checklist

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Date



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### **DEVELOPMENT APPLICATION CHECKLIST**

#### **PRELIMINARY MAJOR SITE PLANS AND/OR MAJOR SUBDIVISIONS SUBMISSIONS**

**NOTE:** *This checklist is intended as a reference. The applicant acknowledges that the provisions of the ordinance control what is required, not this checklist, and that for a full understanding of the provisions of the ordinance, the ordinance itself should be reviewed. This completed checklist is to be submitted with the application.*

---

Signature of Applicant

Each application for major site plan approval and minor subdivision approval shall provide the following information unless waived by the Planning Board or Zoning Board of Adjustment. Please indicate "X" for provided or "W" for waiver requested.

1. Title Block including
  - a) Name of applicant, Borough of Stockton and Hunterdon County with each sheet specifically titled with appropriately descriptive words.
  - b) Name, title, address, and license number of the professional(s) who prepared the plan
  - c) Written and graphic scale
  - d) Date of original drawing and a list of specific revisions and dates
2. Key map showing the entire tract and its relation to the surrounding area, at a scale of one-inch equals not more than five hundred feet
3. Owner and applicant information including the following:
  - a) Name, title, address, and telephone number of applicant
  - b) Name, title, address, of property owner(s) on record
  - c) If applicant is a Corporation or a partnership, the names and addresses of all partners OR the names and addresses of all stockholders owning 10% or more of any class of stock of the corporation
4. Acreage figured as applicable, including total tract size, individual lot areas, and area of land to be dedicated to public rights-of-way.
5. Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map; proposed block and lot numbers as provided by the Borough Tax Assessor upon written request; and proposed street numbers as provided by the Borough Clerk upon written request.



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6. The name, address and lot and block numbers of all property owners within two hundred feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Assessor.
7. North arrow and tract boundary line in heavy solid line.
8. The location of existing and proposed property lines (with their related lot areas, dimensions, and legal descriptions) streets, watercourses, railroads, bridges, culverts, drainpipes
9. The location and size of all existing and proposed utility lines and the location of existing and proposed sewer and water lines.
10. Zoning information, including zone classification and all bulk requirements, with a zoning table showing a comparison to the proposed development; and all dimensions and other site data needed to determine conformity with the Borough Ordinances.
11. Zoning districts affecting all properties withing two hundred feet of the tract.
12. All existing and proposed wooded and landscaped areas and proposed buffering and screening, identifying all trees over ten inches in diameter, except where trees are in mass, only the limits thereof need to be shown. A landscaping plan shall be prepared and shall include details as to the size, number, location, and type of vegetation and method of planting to be used.
13. The location of all environmentally sensitive areas, including flood hazard areas. freshwater wetlands and wetland buffer areas, and slopes over fifteen (15) percent, with all such areas, excluding wetland buffer areas, shaded. For sites with no critical areas, a plan note, signed by the preparer of the plan indicating the site contains no critical areas shall he provided.
14. All existing and proposed water courses shall be shown and accompanied by the following information:
  - a) 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 Department of Environmental Protection shall accompany the transmission.
  - b) Cross sections of watercourses and/or drainage swales at an approximate scale showing the extent of the flood plain, top of bank, normal water levels and bottom elevations at the locations required by the Borough Engineer.
  - c) The location and extent of drainage and conservation easements and stream encroachment lines
  - d) The location and type of stormwater management facilities to reasonably reduce and minimize exposure to flood damage.
15. Existing and proposed contours with intervals of two feet where slopes are less than



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fifteen percent; and with intervals of five feet where slopes exceed fifteen percent. A reference benchmark shall be as a related to United States Geological Survey and Unites States Coast and Geodetic Survey. Existing contours shall be shown as a dashed line; finished grades shall be shown as a solid line.

16. Completed soil erosion and sediment control certification form
17. The location and use of all existing structures, both within the tract and within one hundred feet of its boundary, with an indication of existing and proposed front, rear and side yard setback distances and whether the existing structures and uses will be retained or removed.
18. For major site plans, building and structure information, including the following:
  - a) Size, dimensions, height location and uses of all proposed and existing buildings.
  - b) Size, height and location of all accessory structures such as signs, fences, lighting and similar structures.
  - c) Size, dimensions and location of loading areas, recycling areas and trash storage facilities.
  - d) Plan details for signs, fences, recycling and trash and similar facilities.
  - e) proposed elevations for the top of foundation and roof line of all principal buildings.
19. For major site plans, the proposed location, direction of illumination, power and type of proposed outdoor lighting, including details of lighting poles, light fixtures and foot candle limits.
20. For major site plans, the location and design of any off-street parking area, showing size and location of parking stalls, aisles and barriers, curbing, sidewalks, and paving specifications.
21. All means of vehicular access and egress to and from the site onto public streets, showing the site and the location of driveways and curb cuts, including any traffic signals, channelization, acceleration and deceleration lanes, sight triangles, required right-of-way dedication areas and other proposed devices necessary to promote a safe traffic circulation pattern.
22. The application shall include plans and computations for any stormwater management system proposed.
23. Plans, profiles cross-sections and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract, as well as similar details on curbing, sidewalks, storm drains, drainage structures and cross-sections every fifty (50) feet of all proposed streets and of all existing streets abutting the tract. Sight triangles, the radius of curb lines and street sign locations shall be clearly indicated at the intersections.



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24. Any protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plan.
25. The location and width of all existing and proposed utility locations and easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.
26. The proposed permanent monuments shall be shown in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9
27. For major site plan, a recently prepared signed and sealed boundary survey.
28. For site plan or subdivision applications involving signs, a sign application property survey and building elevation, if necessary, showing the location of existing and proposed signs; scale drawings of all proposed signage; a summary of the dimensions and area of all existing and proposed signs; and other plan notes indicating sign materials, lighting, landscaping and all other information needed to review the application.
29. Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
30. A listing of all approvals required by other governmental agencies and completed copies of applications made to any other governmental agency -with jurisdiction over the application and/ or status reports of said applications.
31. Any information required by the Borough Flood Plain Ordinance.
32. A completed and signed application form(s) and proof of payment of all required fees.
33. Floor plans indicating the use of each area of the building and architectural elevations, if applicable, prepared by a registered architect in the State of New Jersey in sufficient detail to accurately illustrate the extent of the proposed development, including proposed building materials, intended colors and related information. Floor plans for restaurants shall provide details as to the total floor
34. The following legends shall be on the site plan or subdivision plan:
  - a) Owner Consent Legend
  - b) Site Plan/Subdivision Identification Legend
  - c) Board Approval Legend
  - d) Borough Engineer Legend
  - e) Certificate of Occupancy Legend

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Signature and Title of Person Preparing the Checklist

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Date



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### **DEVELOPMENT APPLICATION CHECKLIST**

#### FINAL MAJOR SITE PLANS AND/OR FINAL MAJOR SUBDIVISIONS SUBMISSIONS

**NOTE:** *This checklist is intended as a reference. The applicant acknowledges that the provisions of the ordinance control what is required, not this checklist, and that for a full understanding of the provisions of the ordinance, the ordinance itself should be reviewed. This completed checklist is to be submitted with the application.*

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Signature of Applicant

Each application for final major site plan approval and/or final major subdivision approval shall provide the following information unless waived by the Planning Board. Please indicate "X" for provided or "W" for waiver requested.

1. All details required for preliminary major site plans or preliminary major subdivisions
2. All additional details required at the time of preliminary approval, including a copy of the resolution of approval by the approving authority
3. A section or staging plan, if proposed, indicating the portion of the tract to be considered for final approval as part of the current application and the relationship of the portion of the tract to the remaining land area, including all applicable comparisons such as parking spaces, building coverage, lot coverage, open space areas and number of lots.
4. Detailed architectural and engineering data including:
  - a) An architect's rendering of each building and sign or a typical building and sign showing front, side, and rear elevations.
  - b) Final cross sections, plans, profiles and established grades of all streets,
  - c) aisles, lanes and driveways, and construction documents (plans and specifications or reference to specifications) for all public improvements.
5. All subdivision plats shall be prepared in accordance with the Map Filing Law of New Jersey and shall be filed in accordance with the provisions of P.L.1960, c.141 (C.46:23-9.9 et seq.).
6. Copies of any organization documents applicable to homeowners or condominium association or open space organization established to maintain common elements, such as articles of incorporation, the Master Deed, and membership rules, regulations and by-laws, if same is to be used to guarantee the maintenance of common elements.





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7. Copies of any covenants or easements affecting the development.
8. Upon completion of the installation of all utilities) the applicant also shall provide the Borough with four (4) copies of as built plans showing the installed location of all structures and utilities.

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Signature and Title of Person Preparing the Checklist

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Date

**Note:** A lot grading plan prior to the issuance of a building permit. No building permit shall be issued until a lot grading plan has been approved by the Borough Engineer. The lot grading p1an must show, among other things, the building envelope, the location of all existing and proposed buildings and other structures, access to the property, storm water management facilities, soil erosion and sediment control measures, existing and proposed utilities, tree preservation measures and existing topography as well as the proposed final grading of the lot at two foot contour intervals, The first floor elevation of the building shown on the lot grading plan shall be within eighteen inches of the first floor elevation shown on any grading plan which was part of the approved site plan or subdivision plat. The plan shall show that the construction was completed in conformance with the approved lot grading p1an. Upon completion of construction and final grading, an "as-built" grading plan shall be submitted and approved by the Borough Engineer before issuance of a CO. or T.C.O.



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### **DEVELOPMENT APPLICATION CHECKLIST**

#### **MINOR SITE PLANS AND MINOR SUBDIVISIONS SUBMISSIONS**

**NOTE:** *This checklist is intended as a reference. The applicant acknowledges that the provisions of the ordinance control what is required, not this checklist, and that for a full understanding of the provisions of the ordinance, the ordinance itself should be reviewed. This completed checklist is to be submitted with the application.*

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Signature of Applicant

Each application for minor site plan approval and minor subdivision approval shall provide the following information unless waived by the Planning Board or Zoning Board of Adjustment. Please indicate "X" for provided or "W" for waiver requested.

1. Title Block including
  - a) Name of applicant, Borough of Stockton and Hunterdon County with each sheet specifically titled with appropriately descriptive words.
  - b) Name, title, address, and license number of the professional(s) who prepared the plan
  - c) Written and graphic scale
  - d) Date of original drawing and a list of specific revisions and dates
2. Key map showing the entire tract and its relation to the surrounding area, at a scale of one-inch equals not more than five hundred feet
3. Owner and applicant information including the following:
  - a) Name, title, address, and telephone number of applicant
  - b) Name, title, address, of property owner(s) on record
  - c) If applicant is a corporation or a partnership, the names and addresses of all partners OR the names and addresses of all stockholders owning 10% or more of any class of stock of the corporation
4. Acreage figured as applicable, including total tract size, individual lot areas, and area of land to be dedicated to public rights-of-way.
5. Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map; proposed block and lot numbers as provided by the Borough Tax Assessor upon written request; and proposed street numbers as provided by the Borough Clerk upon written request.



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6. The name, address and lot and block numbers of all property owners within two hundred feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Assessor.
7. North arrow and tract boundary line in heavy solid line.
8. The plan shall include the following information:
  - a) Existing and proposed property lines, with related dimensions and legal descriptions as appropriate
  - b) Location of all existing and proposed structures, streets, sidewalks, entrances and exits on the site and on contiguous property and on property directly across the street.
  - c) Location of all existing and proposed buildings including outside dimensions, entry locations, and architectural elevations
  - d) Parking areas and driveways with related dimensions
  - e) Watercourses, railroads, bridges, culverts, drainpipes and natural features, such as treed areas, both on the site and within one hundred feet of its boundaries.
  - f) Proposed elevations for the top of foundation and roof line of all proposed buildings.
9. All subdivision plats shall be prepared in accordance with the Map Filing Law of New Jersey and shall be filed in accordance with the provisions of P.L.1960, c. 141 (C.46:23-9.9 et seq.). Minor subdivision maps shall meet the requirements of subsections a. through i., and k. through q., and subsection j. except for the outside tract line monuments, and paragraph 13 of subsection r. of the Map Filing Law of New Jersey.
10. The location and width of all existing and proposed utility locations and easements, the use(s) for which they are intended, and the manner in which the easements will be controlled.
11. Zoning information, including zone classification and all bulk requirements, with a zoning table showing a comparison to the proposed development; and all dimensions and other site data needed to determine conformity with the Borough Ordinances.
12. Existing and proposed buffer and landscaped areas, including an identification of all trees over ten inches in diameter



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13. The location of all environmentally sensitive areas, including flood hazard areas, freshwater wetlands and wetland buffer areas, and slopes over fifteen (15) percent, with all such areas, excluding wetland buffer areas, shaded. For sites with no critical areas, a plan note, signed by the preparer of the plan indicating the site contains no critical areas shall be provided.
14. For minor subdivisions, existing and proposed contours with intervals of two feet where slopes are less than fifteen percent; and with intervals of five feet where slopes exceed fifteen percent. A reference benchmark shall be as related to United States Geological Survey and United States Coast and Geodetic Survey. Existing contours shall be shown as a dashed line; finished grades shall be shown as a solid line.
15. For minor site plans, a grading plan. Existing contours shall be shown as a dashed line; finished grades shall be shown as a solid line.
16. Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
17. A listing of approvals required by other governmental agencies and completed copies of applications made to any other governmental agency with jurisdiction over the application, and/or status reports of said applications.
18. A listing of approvals required by other governmental agencies and completed copies of applications made to any other governmental agency with jurisdiction over the application, and/or status reports of said applications.
19. For minor site plans, a recently prepared signed and sealed boundary survey.
20. Completed soil erosion and sediment control certification form
21. All means of vehicular access and egress to and from the site onto public streets, showing the site and the location of curb cuts, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, sight triangles, required right-of-way dedication areas and other proposed devices necessary to promote a safe traffic circulation pattern.
22. For minor subdivisions, the application shall include plans and computations for any stormwater management system proposed
23. The location and size of all existing and proposed utility lines and the location of existing and proposed sewer and water lines, for both undeveloped lots and those containing existing buildings.
24. A completed and signed application form and proof of payment of all required fees
25. Floor plans and architectural elevations, if applicable, prepared by a registered architect in the State of New Jersey in sufficient detail to accurately illustrate the extent of the proposed development, including proposed building materials, intended colors and



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related information. Floor plans for restaurants shall provide details as to the total floor area devoted to patron use and the total number of seats in the building.

26. For minor site plan or subdivision applications involving signs, a sign application; property survey and building elevation, if necessary, showing the location of existing and proposed signs; scale drawings of all proposed signage; a summary of the dimensions and area of all existing and proposed signs; and other plan notes indicating sign materials, lighting, landscaping and all other information needed to review the application.
27. Any information required by the Borough Flood Plain Ordinance
28. The following legends shall be on the minor site plan or minor subdivision plan:
  - a) Owner Consent Legend
  - b) Site Plan/Subdivision Identification
  - c) Board Approval Legend
  - d) Board Engineer Legend
  - e) Certificate of Occupancy Legend

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Signature and Title of Person Preparing the Checklist

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Date