

PARAMUS PLANNING BOARD OR THE ZONING BOARD OF ADJUSTMENT

SUBMISSION REQUIREMENTS CHECKLIST

FORM A: GENERAL REQUIREMENTS FOR ALL APPLICATIONS

FOR APPLICATION TO
(Check one)

_____ PLANNING BOARD

_____ BOARD OF ADJUSTMENT

Location of Development _____

Block _____

Lot _____

Applicant's Name _____

Address _____

Telephone No./Fax No. _____

Owner (of record) Name _____

Address _____

Signature (Applicant)

Date

CHECK APPROPRIATE SECTIONS BELOW:

C = Complies

D = Deficient

W = Waiver Requested

	<u>Complies</u>	<u>Deficient</u>	<u>Waiver Requested</u>
1. Twenty-five (25) copies of a completed application form.	[]	[]	[]
2. Twenty-five (25) copies of any required plot plan, site plan, or subdivision plan.	[]	[]	[]

3. Required application and escrow fees. [] [] []
4. Certification that taxes are paid from the Borough Tax Collector's Office [] [] []
5. Affidavit of Ownership. If the Applicant is not the owner of the site, the applicant's interest in the site must be described (e.g., tenant, contract/purchaser, lien holder, etc.) and written permission of the property owner(s) allowing the applicant to file the application must be submitted. [] [] []
Check here [] if not applicable.
6. Corporation or Partnership Owners. If applicant is a corporation or partnership applying for permission to subdivide a parcel of land into six (6) or more lots, or applying for a variance to construct a multi-family dwelling of twenty-five (25) or more units or for approval of a site to be used for commercial purposes, list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class or at least ten percent (10%) of the interest in the partnership, as required by N.J.S.A. 40:55D-48.1 and 48.2. [] [] []
Check here [] if not applicable.
7. Inspection Permission. A statement from the property owner granting permission for the reviewing body and any of its experts to enter the subject premises for purposes of inspection in relation to the development application. [] [] []
8. Submission Waiver Requests. Statements requesting a waiver from any information called for in Forms A through H, together with a statement of reasons why same should be granted. These must be provided if any item in the "waiver requested" column is check off. [] [] []
9. A listing of all approvals including any variances or waivers sought, accompanied by a statement of reasons why variance or waiver is being requested. [] [] []
10. A copy of any restrictions, covenants, easements, existing or proposed, if any, affecting the property. If none exist, an affidavit from the owner certifying that no such covenants or restrictions exist shall be submitted. [] [] []
11. County Application. If approval from the Bergen County Planning Board is required for any reason and an application for approval has been made, a copy of the application submitted to the Bergen County Planning Board must be attached. [] [] []

12. NJDEP Permits: One of the following must be provided.
Check here [] if not applicable. [] [] []
- a. A letter of interpretation from the New Jersey Department of Environmental Protection (NJDEP) []
 - b. A letter of exemption from the NJDEP [] [] []
 - c. A copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands; or [] [] []
 - d. Documentation from a qualified professional demonstrating that no wetlands exist on the site and that no wetlands exist on adjacent properties that would affect or limit development on the site. [] [] []
13. The names of all proposed expert witnesses and their expertise, if any who will testify or submit a report, if known at the time of application. [] [] []
14. Proof of notice to property owners is required ten (10) days prior to the public hearing date. [] [] []
15. Proof of newspaper published notice is required ten (10) days prior to the public hearing date. [] [] []
16. Additional Forms. A complete checklist must be provided for at least one of the following types of development proposals: [] [] []
- a. Form B: Minor Site Plan [] [] []
 - b. Form C: Minor Subdivision [] [] []
 - c. Form D: Preliminary Major Site Plan [] [] []
 - d. Form E: Preliminary Major Subdivision [] [] []
 - e. Form F: Final Major Site Plan [] [] []
 - f. Form G: Final Major Subdivision [] [] []
 - g. Form H: Variance(s) [] [] []
17. Copy of Tax Map Sheet. Showing the site and its existing block and lot numbers. [] [] []

BOROUGH OF PARAMUS

SUBMISSION REQUIREMENTS CHECKLIST

FORM B: MINOR SITE PLAN APPLICATION

Applicant's Name _____

Location of Development _____

Block _____ Lot _____

MINOR SITE PLAN – The development plan of an enlargement of an existing building not over 50% or an alteration to existing driveways and parking areas and related site improvements, with no change to public improvements, such that a showing of full site plan data is not needed, as determined by the Building Code.

The minor site plan is required to contain the following information:

	<u>Complies</u>	<u>Deficient</u>	<u>Waiver Requested</u>
1. Twenty-five (25) copies of the site minor plan signed and sealed by a professional engineer in the State of New Jersey.	[]	[]	[]
2. Current boundary property survey (not less than 12 mos. old), including date and signature of preparer.	[]	[]	[]
3. Key Map showing existing streets and names of streets and some boundaries for all properties for not less than two lots in each direction from the perimeter of the subject site or 200 feet from the perimeter of the subject site, whichever is greater.	[]	[]	[]
4. Written and graphic scale, north arrow and reference meridian.	[]	[]	[]

5. The name and address of the applicant and the owner and the name, address, title and licenses numbers of the engineer who prepared the site plan and accompanying data and the date of each revision of the plan or any part thereof. [] [] []
6. Certification by professional engineer or architect registered in the State of New Jersey who prepared the plans certifying that the information furnished on the plans is correct and accurate. [] [] []
7. A place for the signature of the Chairman, Secretary of the Planning Board and Borough Engineer. [] [] []
8. The lot (or lots) numbers and block number as shown on the current tax assessment map of the Borough of Paramus which is subject matter of the application. [] [] []
9. A zoning table showing the zone in which the property is located and the zoning requirements identified by section compared to the proposed plan stated in Sec. 371-24B(1)(e). [] [] []
10. The location, direction and dimensions of existing and proposed property lines, building setback lines, buildings, structures, parking areas, aisles, driveways, fire lanes, loading docks planted areas and planted buffer areas, if any existing and proposed impervious coverage. [] [] []
11. All existing and proposed streets or roads within or abutting the proposed site development with the right-of-way widths clearly indicated, as well as additional road width dedication, if required. [] [] []
12. The location of all existing and proposed underground utilities and utility easements. [] [] []
13. Parking aisles, parking stalls and islands for parking aisles and stripping of parking stalls be in accordance with Sec. 371-24B(3). The parking spaces must be consecutively numbered. [] [] []

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| 14. | Contours to determine the natural drainage of the land. Existing and proposed topography at two-foot intervals for all slopes less than 10% and at five-foot intervals for all slopes greater than 10%. All contour lines shall be referenced to the New Jersey Geodetic Control Survey Datum. | [] | [] | [] |
| 15. | Flood zone and top of banks and boundaries of all floodways and flood hazard areas on the property. | [] | [] | [] |
| 16. | The location and extent of ditches, streams, brooks or water mains including wetlands and stream encroachment lines on the property. | [] | [] | [] |
| 17. | Stormwater Management Plan and Supporting Drainage Calculations, if required. | [] | [] | [] |
| 18. | Location, use finished grade level, ground coverage, first floor and basement elevations, dimensions and front, side rear setbacks of existing and proposed buildings. | [] | [] | [] |
| 19. | Floor plan and elevation drawings of all buildings with overall dimensions including exterior building materials. | [] | [] | [] |
| 20. | Construction details of curbs and storm drainage improvement utility connections, lighting and signage. | [] | [] | [] |
| 21. | Location of existing and proposed signs, showing size, colors setbacks, height lighting and materials. | [] | [] | [] |
| 22. | Details of screening for refuse storage areas and outdoor equipment. | [] | [] | [] |
| 23. | Any other pertinent information deemed necessary by the Board Professionals in consideration of the proposed site plan. | [] | [] | [] |

BOROUGH OF PARAMUS

SUBMISSION REQUIREMENTS CHECKLIST

FORM C: MINOR SUBDIVISION APPLICATION

Applicant's Name _____

Location of Development _____

Block _____ Lot _____

		<u>Complies</u>	<u>Deficient</u>	<u>Waiver Requested</u>
1.	A sealed copy of a current survey (not less than 12 mos. old) of the property tract to be subdivided including date and preparer.	[]	[]	[]
2.	Twenty-five (25) copies of Minor Subdivision plat, prepared by a licensed land surveyor, or professional engineering showing existing and proposed information:	[]	[]	[]
	(a) The plat shall be drawn to an appropriate scale not greater than 1"-50' and not to be combined with the 200 ft. radius map.	[]	[]	[]
	(b) Existing and proposed metes showing proposed lot lines and lot lines to be removed (if applicable)	[]	[]	[]
	(c) Key map (scale 1"-200 Ft.) showing the location of the tract in relation to the surrounding area within 500 feet radius, showing names of existing streets, zone boundaries and/or Borough boundary. Key map must show scale and north arrow.	[]	[]	[]

- (d) Title block must contain the name of the applicant [] [] [] preparer, tax lot and block numbers, date prepared, date of any revisions and the zoning district.
- (e) Written and graphic scale, north arrow and reference meridian. [] [] []
- (f) Signature block for Chairman, Secretary and Municipal Engineer. [] [] []
- (g) A schedule of required zone district requirements and compliance and/or non-compliance of the requirements. [] [] []
- (h) The name, signature, seal and certification land surveyor who has drawn the subdivision plat. [] [] []
- (i) Names and addresses of all adjoining property owners. If a variance is required, names and address of all property owners within 200 feet of the subject property. [] [] []
- (j) All existing structures and wooded areas within the portion to be subdivided and within 200 feet thereof. [] [] []
- (k) All streets or roads and streams within 200 feet of the subdivision including the extent of paving of such streets and existing curbs and sidewalks, if any. [] [] []
- (l) Location of existing structures and their setbacks from existing and proposed property lines. [] [] []
- (m) All existing or new storm and sanitary sewers proposed to be utilized, showing sections adjoining the portion of the tract to be subdivided, with invert and surface elevations and cleanouts. [] [] []
- (n) The proposed lot layout, width of lots at building setback lines, other lot dimensions and total area in square feet of each lot. [] [] []

- (o) All existing and proposed property lines with angle-distance bearings. [] [] []

- (p) All existing and proposed easements for drainage sewers, sidewalk, etc., with angle-distance bearings. The Borough will require drainage easements along streams as recommended by the Borough Engineer where none already exist. [] [] []

- (q) Proposed curb and sidewalk, if it does not exist. The Planning Board may waive requirement of the of the improvement, but it must be shown on the map. [] [] []

- (r) Proposed monuments and/or corner markers. [] [] []

- (s) Information on unusual topographic, soil or flood conditions, as may be required by the Borough Engineer. [] [] []

- (t) Any other pertinent information deemed necessary by the Board Professionals in the consideration of the proposed subdivision. [] [] []

BOROUGH OF PARAMUS

SUBMISSION REQUIREMENTS CHECKLIST

FORM D: PRELIMINARY MAJOR SITE PLAN APPLICATION

Applicant's Name _____

Location of Development _____

Block _____ Lot _____

The preliminary major site plan is required to contain the following information:

	<u>Complies</u>	<u>Deficient</u>	<u>Waiver Requested</u>
1. Current boundary property survey (not less than 12 mos. old), including date and signature of preparer.	[]	[]	[]
2. Twenty-five (25) copies of the site plan signed and sealed by a professional engineer in the State of New Jersey.	[]	[]	[]
3. Key Map showing existing streets and names of streets and some boundaries for all properties for not less than two lots in each direction from the perimeter of the subject site or 300 feet from the perimeter of the subject site, whichever is greater.	[]	[]	[]
4. Written and graphic scale, north arrow and reference meridian.	[]	[]	[]
5. The name and address of the applicant and the owner and the name, address, title and licenses numbers of the engineer who prepared the site plan and accompanying data and the date of each revision of the plan or any part thereof.	[]	[]	[]

6. Certification by professional engineer or architect registered in the State of New Jersey who prepared the plans certifying that the information furnished on the plans is correct and accurate. [] [] []

7. A place for the signature of the Chairman, Secretary of the Planning Board and Borough Engineer. [] [] []

8. The lot (or lots) numbers and block number as shown on the current tax assessment map of the Borough of Paramus which is subject matter of the application. [] [] []

9. A zoning table showing the zone in which the property is located and the zoning requirements identified by section compared to the proposed plan as stated in Sec. 371-24B(1)(e). [] [] []

10. The location, direction and dimensions of existing and proposed property lines, building setback lines, buildings, structures, parking areas, aisles, driveways, fire lanes, planted areas and planted buffer areas, if any, existing and proposed impervious coverage [] [] []

11. All existing and proposed streets or roads within or abutting the proposed site development with the right-of-way widths clearly indicated, as well as additional road width dedication, if required. [] [] []

12. The location, size and type of all existing and proposed rights-of-way, easements and other encumbrances and the the location and graphic description of any lands to be dedicated to the municipality, the county or state. [] [] []

13. The location of all existing and proposed underground utilities and utility easements. [] [] []

14. Parking aisles, parking stalls and islands for parking aisles and stripping of parking stalls be in accordance with Sec. 371-24B(3). The parking spaces must be consecutively numbered. [] [] []

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| 15. | Location and size of loading docks. | [] | [] | [] |
| 16. | Existing and proposed topography at two-foot intervals for all slopes less than 8% and at five-foot intervals for all slopes greater than 8%. All contour lines shall be referenced to the New Jersey Geodetic Control Survey Datum. Contours shall be shown for the entire lot and for a distance of 25 feet around the perimeter of the entire lot. | [] | [] | [] |
| 17. | Flood zone and top of banks and boundaries of all floodways and flood hazard areas. | [] | [] | [] |
| 18. | The location and extent of ditches, streams, brooks or water mains including wetlands and stream encroachment lines on the property or within 50 feet of the site. | [] | [] | [] |
| 19. | A signed statement and supporting calculations by a licensed civil engineer indicating what effect the development of the proposed site plan, if granted, would have on all property within 1,500 feet upstream and within 1,500 feet downstream from the site during and after a 100-year design storm. | [] | [] | [] |
| 20. | Stormwater Management Plan and Supporting Drainage Calculations. | [] | [] | [] |
| 21. | Location, size and slope of all existing and proposed sanitary sewer lines, pumping stations and connections to existing facilities within 500 feet of the site. | [] | [] | [] |
| 22. | Location, size and slopes of proposed building sewer laterals to the existing sanitary sewer line including type of pipe and cleanouts. | [] | [] | [] |
| 23. | Location, use finished grade level, ground coverage, first floor and basement elevations, dimensions and front, side rear setbacks of existing and proposed buildings. | [] | [] | [] |
| 24. | Floor plan and elevation drawings of all buildings with overall dimensions including exterior building materials. | [] | [] | [] |

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| 25. | A landscape plan shall be prepared by a landscape architect, architect or professional engineer specifying all planted areas and planted buffer areas, if required, the dimensions of each of the said areas and the percentage and square feet of the total site in planted areas and planted buffer areas. | [] | [] | [] |
| 26. | A plan showing the location of any existing trees on the lot that are in excess of four inches in diameter at the base and the species or type of tree, together with a statement of what trees, if any, are proposed to be removed or will have to be removed by reason of change of grade or for any other reason in order to construct the project proposed, in addition to trees lost by reason of location of building or paved areas. | [] | [] | [] |
| 27. | Exterior lighting plan including location and details of outdoor lighting including flood lighting, streetlighting and external security lighting, computer generated footcandle contours and point by point analysis extended at least 30 ft. outside property lines. | [] | [] | [] |
| 28. | Cross section of the pavement section, showing composition, as well as curb and sidewalk. | [] | [] | [] |
| 29. | Construction details of curbs and storm drainage improvement utility connections, lighting and signage. | [] | [] | [] |
| 30. | Location of existing and proposed signs, showing size, colors setbacks, height, lighting and materials. | [] | [] | [] |
| 31. | Details of screening for refuse storage areas and outdoor equipment. | [] | [] | [] |
| 32. | Soil Movement Application in accordance with Chapter 375. | [] | [] | [] |
| 33. | Traffic study, where required by the Board and/or Board Professionals. | [] | [] | [] |
| 34. | Environmental Impact Study, where required by the Board or Board Professionals. | [] | [] | [] |
| 35. | Proposed number of employees. | [] | [] | [] |

36. Any other pertinent information deemed necessary by the Board Professionals in consideration of the proposed site plan. [] [] []

BOROUGH OF PARAMUS

SUBMISSION REQUIREMENTS CHECKLIST

FORM E: PRELIMINARY MAJOR SUBDIVISION PLAN APPLICATION

Applicant's Name _____

Location of Development _____

Block _____ Lot _____

The subdivision plat is required to contain the following information:

	<u>Complies</u>	<u>Deficient</u>	<u>Waiver Requested</u>
1. Twenty-five (25) copies of a recent survey of the original tract of land to be subdivided.	[]	[]	[]
2. Twenty-five (25) copies of a signed and sealed preliminary plat prepared by a licensed by a licensed New Jersey professional engineer and/or land surveyor and shall comply with the provisions of the Map Filing Law, N.J.S.A. 46:23-9.9 et.seq.	[]	[]	[]
3. A key map (scale 1"=200 Ft.) areas with 500 ft. radius of the subdivision showing existing streets names of streets, zone boundaries and/or Borough Boundary. Key Map must show scale and north arrow.	[]	[]	[]
4. The tract name, Tax Map sheet, block and lot number, date, reference meridian, graphic scale and the names and addresses of the record owner or owners, of the subdivider and of the person who prepared the map.	[]	[]	[]
5. Written and graphic scale, north arrow and reference meridian.	[]	[]	[]

6. Signature block for Chairman, Secretary and Municipal Engineer. [] [] []
7. The acreage of tract to be subdivided, to nearest tenth of an acre and in square feet. [] [] []
8. Zoning districts and location of zoning boundaries within lot and block numbers and properties of parcels within 200 ft. of property to be subdivided. [] [] []
9. Names and addresses of all adjoining property owners as well as all property owners within 200 feet of the subject property. [] [] []
10. Zoning schedule showing the zone in which the property is located and the zoning requirements showing the number of lots, minimum required lots areas, setback yards, dimensions existing and proposed impervious coverage as stated compared to the proposed plan as stated in Sec. 371-24B(1)(e) [] [] []
11. Front, rear, side yard setback lines for each proposed lot [] [] []
12. Existing and proposed contours at five-foot intervals for slopes averaging 8% or greater and at two-foot intervals for land of lesser slope; also extending at least 100 feet outside the subdivision, except across streets. [] [] []
13. All proposed lot lines and areas of lots in square feet to the nearest hundredth of SF or LF. [] [] []
14. Preliminary on-site grading and drainage plan showing pipe types and sizes, invert elevations, grades and direction of flow of all surface water courses must be shown. [] [] []
15. The location of existing and proposed property lines, streets, buildings, water-courses, railroads, bridges, culverts, drain pipes and any natural features such as wooded areas and rock formations. Show existing streets within 500 feet of the subdivision. [] [] []
16. The high and low points and tentative cross sections and center-line profiles for all proposed new streets showing all drainage, existing and proposed roadway grades, construction details of pavements, curbs, storm drainage improvements and any road dedications. [] [] []

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| 17. Location, size and slope of all existing and proposed sanitary sewer lines, pumping stations and connections to existing facilities within 500 feet of the site. | [] | [] | [] |
| 18. Location, size and slopes of proposed building sewer laterals to the existing proposed sanitary sewer line including type of pipe, slope and cleanouts. | [] | [] | [] |
| 20. Plans of proposed utility layouts and services (water, gas and electricity) showing feasible connections to existing or any proposed utility systems. | [] | [] | [] |
| 21. Plans and profiles of storm sewers, drainage ways and detention basins, together with pertinent runoff calculations and structural computations, sufficient to meet the drainage and zero runoff increase standards in 387-31. | [] | [] | [] |
| 22. Stormwater Management Plan and supporting drainage calculations in conformance with RSIS, and the Borough Stormwater Management Regulations | [] | [] | [] |
| 23. A Soil Erosion and Sediment Control Plan prepared by a licensed New Jersey professional engineer in accordance with specifications for soil erosion and sediment control of the Bergen County Soil Conservation District certification. | [] | [] | [] |
| 24. A plan showing the location of an existing trees on the lot that are in excess of four inches in diameter at the base and the species or type of tree, together with a statement of what trees, if any, are proposed to be removed or will have to be removed by reason of change of grade or for any other reason in order to construct the project proposed, in addition to trees lost by reason of location of building or paved areas. | [] | [] | [] |
| 25. Traffic signage and safety plan. | [] | [] | [] |
| 26. Accurate metes and bounds description of each new lot be created. | [] | [] | [] |
| 27. Street Lighting Plan | [] | [] | [] |
| 28. Soil Movement Application in accordance with Chapter 375 | [] | [] | [] |

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| 29. Traffic study, where required by the Board and/or Board Professional. | [] | [] | [] |
| 30. Environmental impact study, where required by the Board and/or Board Professionals. | [] | [] | [] |
| 30. Location and description of existing proposed monuments and/or corner markers. | [] | [] | [] |
| 31. Information on unusual topographic, soil or flood conditions, as may be required by the Borough Engineer. | [] | [] | [] |
| 32. Any other pertinent information deemed necessary by the the Board Professionals in the consideration of the proposed subdivision. | [] | [] | [] |

BOROUGH OF PARAMUS

SUBMISSION REQUIREMENTS CHECKLIST

FORM F: FINAL MAJOR SITE PLAN APPLICATION

Applicant's Name _____

Location of Development _____

Block _____ Lot _____

The final major site plan is required to contain the following information:

	<u>Complies</u>	<u>Deficient</u>	<u>Waiver Requested</u>
1. All items required for Preliminary Major Site Plans pursuant to Form D. The items provided during the Preliminary Major Site Plan application phase shall be updated to reflect any modifications in the development plan. Information must be provided sufficient to demonstrate that all of the conditions of the Preliminary Major Site Plan approval have been satisfied.	[]	[]	[]
2. Engineer Certificate: A certification from the licensed engineer in the State of New Jersey who prepared the plans that all of the information furnished is correct and accurate.	[]	[]	[]
3. Utility Approval: Current letter from each utility company stating that they will provide service to the site.	[]	[]	[]
4. Application for NJDOT Highway Access Permit (if required).	[]	[]	[]

BOROUGH OF PARAMUS

SUBMISSION REQUIREMENTS CHECKLIST

FORM G: FINAL MAJOR SUBDIVISION APPLICATION

Applicant's Name _____

Location of Development _____

Block _____ Lot _____

The final subdivision plat is required to contain the following information:

	<u>Complies</u>	<u>Deficient</u>	<u>Waiver Requested</u>
1. Twenty-five (25) copies of final subdivision plat drawn to a scale not less than 1"-500 ft. Existing and proposed metes and bounds showing proposed lot lines and lot lines to be removed (if applicable). The plan shall be of standard size.	[]	[]	[]
2. The Map is to be drawn in compliance with the Map Filing Law.	[]	[]	[]
3. Location and description of all monumentation as required as by the "Map filing Law" including all monuments found, set and to be set.	[]	[]	[]
4. The tract name, Tax Map sheet, block and lot number(s) date and the names and addresses of the record owner or owners, of the subdivide and of the person who prepared the map.	[]	[]	[]

5. Written and graphic scale, north areas and reference meridian. [] [] []
6. Signature block for Chairman, Secretary and Municipal Engineer. [] [] []
7. Lot Areas. The Proposed Subdivision Map (see Form E) shall provide lot areas for each proposed lot numbers assigned by the Tax Assessor, and street addresses assigned by the Post Office, for each of the lots. [] [] []
8. Tract boundary lines, right of way lines of street, street names, easements and other rights of way, land to be reserved or dedicated to public use, all lot lines and other site lines, all with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves. [] [] []
9. The purpose of any easement or land reserved or dedicated to public use shall be designed and the proposed use of sites other than residential shall be noted. [] [] []
10. Block and lot numbers: The proposed subdivision map shall show the block and lot numbers assigned by the Tax Assessor and street addresses assigned by the Post Office for each of the lots. [] [] []
11. Contours at five-foot intervals for slopes averaging 8% or greater and at two-foot intervals outside the subdivision, except across streets. [] [] []
12. Minimum building setback line on all lots and other sites. [] [] []
13. The names of the owners of adjoining unsubdivided land. [] [] []

14. Surveyor's Certificate. A certification from a licensed surveyor in the State of New Jersey as to the accuracy of the details on the plat and as to compliance with provisions of the Map Filing Law. [] [] []
15. Borough Engineer's Certification as to the plat's compliance with the provisions of the Map Filing Law. [] [] []
16. When approval of the a plat is required by an officer or or body of the Borough, the county or state, approval shall be certified on the plat. [] [] []

BOROUGH OF PARAMUS

SUBMISSION REQUIREMENTS CHECKLIST - FORM H

FORM H: VARIANCE APPLICATION

Applicant's Name _____

Location of Development _____

Block _____ Lot _____

Please note: If the variance application is part of a site plan or subdivision application, the information submitted in the site plan or subdivision application may also be used to fulfill the requirements of this checklist:

	<u>Complies</u>	<u>Deficient</u>	<u>Waiver Requested</u>
1. Twenty-five (25) copies of accurate survey plot plan showing the property and the location of all buildings existing and proposed and their setbacks from property lines and other pertinent dimensions.	[]	[]	[]
2. Site plan dimension details where required by the Planning Board, Board of Adjustment or by ordinance.	[]	[]	[]
3. Floor Plans: If new buildings, expansion of existing buildings, or interior renovations are proposed, floor plans for existing and proposed buildings shall be submitted. Floor plans shall show the use and layout of internal space, and elevations shall show front, side, and rear building facades, both at a scale not exceeding eight (8) feet per inch. Floor plans and elevations shall be prepared by a New Jersey licensed architect.	[]	[]	[]

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| 4. | Design and Signage Plan: The height, size, materials and type of construction for all signs, fences, walls, outdoor lighting, disposal containers, recycling containers, and monitoring wells shall be illustrated on the scale drawings | [] | [] | [] |
| 5. | Photographs of existing structures, topographical features and structures on adjoining properties. | [] | [] | [] |
| 6. | Distances from existing and proposed buildings on the property to buildings and structures on adjacent lots. | [] | [] | [] |
| 7. | Impact Evaluation: A detailed assessment of the effects of the development on the site itself, adjacent properties, the neighborhood, and the Borough as a whole. The number of residents and/or employees who will occupy or use the site will be estimated. The analysis shall examine the effects upon the natural environment, land use patterns, traffic and circulation visual quality, utility service, and drainage. It will also examine any potential safety hazards, any noise, glare, vibration, heat, odor, or air and water pollution associated with the use(s). | [] | [] | [] |
| | a. The proposed use(s) of each building. | [] | [] | [] |
| | b. The number of housing units, the amount of non-residential floor area, and expansion potential incorporated in any building design. | [] | [] | [] |
| | c. A table of proposed setbacks, lot areas, lot widths, building coverages, lot coverages, building areas floor area ratios, residential density, number of regular and handicapped parking spaces and gross area of landscaping, compared to the related zoning requirements. | [] | [] | [] |
| | d. The hours of operation of any businesses, the number and frequency of shipments and deliveries and the nature of materials and chemicals used on the site. | [] | [] | [] |

- e. Location of proposed buildings and structures, including dimensions of same and showing setbacks from front, side and rear property lines. [] [] []
- f. Location and layout of proposed parking, loading driveways and other vehicular circulation areas, sidewalks, bicycles paths or lanes and dimensions of the same. [] [] []
- g. Location of any proposed easements or right of ways, if any and the dimensions of same to a minimum distance of 200 feet beyond the tract boundaries. [] [] []
- h. Location of proposed signs, fences, walls and similar improvements. If no signs are proposed, a statement indicating same shall be submitted. [] [] []
- i. Location of landscaping areas, and dimensions of same. [] [] []
- j. Location of disposal containers, recycling containers, and monitoring wells, if such wells are required or exit. [] [] []