



Town of Newton Planning Board Application

Dear Applicant:

Please note: applications must be stapled together and all plans must be folded.

- All applications must arrive no later than 45 days before the desired meeting date.
- A Letter of Certification stating taxes have been paid must be obtained from the Tax Collector. There is a \$15.00 fee.
- A Certified List of Property Owners must be obtained from the Tax Assessor's Office and must be requested in writing. The list should be mailed within 7-10 business days from the date of receipt. There is a \$10.00 fee.
- Notice must be published in the newspaper of record (NJ Herald and NJ Sunday Herald) no later than 10 days prior to the meeting date, excluding the meeting date.
- Any waivers requested must be accompanied by written reasoning for such request.
- An application is not considered for completeness unless eight (8) copies/sets of the appropriate paperwork have been received along with the escrow and application fees. Please review the Application Checklist carefully.
- Completeness will be determined by the Technical Review Committee (TRC). Once completeness is determined, you will then be scheduled for the next Planning Board meeting. You are required to supply 20 copies of the completed application 10 days prior to that Planning Board meeting. The application must be stapled together and all plans must be folded.
- All items under No. 4 of the Planning Board Procedures (attached) must be submitted no later than 5 days prior to the meeting date, excluding the meeting date. Example: The Affidavit of Publication obtained from the New Jersey Herald is usually mailed directly to the applicant after the article is published. This must arrive in my office according to the above timeline.

Please ensure that all items on the Application Checklist have been addressed. Should you have any questions or require additional information, contact the Planning Department at Zoning@NewtonTownHall.com or **(973) 383-3521, ext. 227**.

Thank you!



Planning Board Procedures

General Information

1. The Technical Review Committee (TRC) meets prior to the Planning Board meeting on the third Wednesday of each month at 3:00 PM to determine application completeness. If your application is deemed complete, you will be scheduled for the next Planning Board Meeting. Please submit eight (8) copies of your completed application for this meeting.
2. The Planning Board meets on the third Wednesday of each month at 7:00 PM in the Council Chambers in Town Hall (39 Trinity Street, Newton, NJ 07860).
3. Complete the applicable Planning Board Application Form, attached to this document.
 - a. A copy of any conditional contract or agreement related to this application must be filed with the application. If an Affidavit of Ownership is filed, said conditional contract or agreement does not have to be filed unless required by the Board.
 - b. If the application is a corporation or partnership, the names and addresses of all stockholders or partners owning a 10% or greater interest in said corporation or partnership shall be filed with the application in accordance with P.L. 1977 Ch. 336.
4. Within 45 days from the date of submission of the application and supporting documents, applicants will be notified whether the application is complete or incomplete. If certified to be complete, the time within which the Board must act begins on the date the application is scheduled. Forms for Proof of Service, Notice to Property Owners, and Legal Notice will be made available at this time.
5. Proof that the following notices (if required) were distributed, according to law, must be filed at least five (5) days prior to the meeting:
 - a. Proof of adjoining property owner's notification (within 200 feet). There is a \$10.00 fee made payable to the Town of Newton for this list and mailed to the attention of the Tax Assessor.
 - b. Notice shall be given to the Sussex County Planning Board by personal service or certified mail when a hearing concerns an application for the development of property adjacent to an existing County road, or proposed road shown on the Official County Map or County Master Plan, other County-owned/controlled property, or property situated within 200 feet of a municipal boundary.
 - c. Notice of all hearings on applications for development involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the Clerk of such municipality.
 - d. Notice shall be given to the Commissioner of Transportation by personal service or certified mail of hearing on an application for development of property adjacent to a State Highway.

Town of Newton Planning Board
Sussex County, New Jersey



- e. Notice shall be given by personal service or certified mail to the State Planning Commission of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. The notice shall include a copy of any maps or documents required to be on file with the municipal clerk pursuant to subsection b. of section 6 of P.L.1975, c.291 (C.40:55D-10).
- f. Certification that no taxes are due on the property. The fee for this certification is \$15.00 and a check should be made payable to the Town of Newton and mailed to the attention of the Tax Collector.
- g. Legal notice must appear in the Town's legal newspaper, the New Jersey Herald and/or the Sunday New Jersey Herald, at least ten (10) days prior to the meeting.
- h. You may present your application yourself, by your agent, or be represented by an attorney at law. Corporations or LLCs *must* be represented by an attorney at law. Failure to appear at the hearing may result in dismissal of your application unless you have requested an adjournment for good cause.

Site Plan Information

Site plan maps shall be drawn to a scale of one inch equals 50 feet as a minimum.

Major Subdivision Information

1. The preliminary plot shall be clearly and legibly drawn or reproduced at a scale of not less than one inch equals 100 feet. Preliminary plots shall be designed and drawn by a land surveyor or engineer licensed in the State of New Jersey. The plot shall be designed in compliance with the provisions of Section 240-8 of the Town's Land Subdivision Ordinance and shall show or be accompanied by the following information:
 - a. Date; name and location of the subdivision; property owner name; graphic scale and reference meridian
 - b. Tract boundary lines, rights-of-way lines of streets, street names, easements or other rights-of-way, land to be reserved or dedicated to public use, all lot lines and other site lines, with accurate dimensions, bearing of deflection angles, and radii, and central angles of all curves.
 - c. The name and address of all adjoining property owners, as disclosed by the most recent municipal tax records.
 - d. The Tax Map sheet and block and lot numbers.
 - e. All streets, roads, and streams within 500 feet of the subdivision.
 - f. All other information required to be shown by the County Planning Board.



APPLICATION FOR SITE PLAN

SECTION I.

Variance required: Yes No

If "Yes," **also** complete the Variance Application on the following page.

SECTION II.

Applicant Name: _____
Applicant Address: _____
Owner of Record: _____
Owner Address: _____
Location of Site: _____

Phone Number: _____
Email: _____
Phone Number: _____

Dimensions: _____ ft. X _____ ft.
Block: _____ **Lot:** _____
Total Area: _____
Road Frontage (ft.): _____

Zone: _____
Tax Map Sheet No.: _____
Total Area: _____
Historic District: Yes No

SECTION III. (As Applicable)

1. **Attorney's Name** _____
Business Address _____
Phone No. _____
Email _____

Engineer or Surveyor's Name _____
Business Address _____
License No. _____
Phone No. _____
Email _____

2. Proposed Site Plan is for: *(Check all that apply)*
- Residential Use
 - Commercial Use
 - Industrial Use
 - Individual Lot
 - Tract Development

3. Do any protective covenants or deed restrictions apply to the land?
 Yes No
If "Yes," attach copy of covenants and/or restrictions.

State of New Jersey }
County of Sussex }
}

This applicant Certification was sworn to and subscribed before me on this ____ day of _____, 20__

Notary Public of New Jersey Signature

Applicant Signature



APPLICATION FOR VARIANCE OR APPEAL
(sheet 1 of 2)

SECTION I. (Check one)

- Variance
- Appeal

Section(s) of ordinance from which a variance is requested:

Waiver(s) requested of development standards and/or submission requirements:

SECTION II.

Applicant Name: _____
Applicant Address: _____
Owner of Record: _____
Owner Address: _____
Location of Site: _____

Phone Number: _____
Email: _____
Phone Number: _____

Dimensions: _____ ft. X _____ ft.
Block: _____ **Lot:** _____
Total Area: _____
Road Frontage (ft.): _____

Zone: _____
Tax Map Sheet No.: _____
Total Area: _____
Historic District: Yes No

SECTION III.

Zoning Data (Retrieve requirements from [§ 320](#) of the Town Code)

| Item | Required | Existing | Proposed |
|------------------------------------|----------|----------|----------|
| Residential Density (du/ac.) | _____ | _____ | _____ |
| Lot Width (ft.) | _____ | _____ | _____ |
| Lot Coverage (%) | _____ | _____ | _____ |
| Parking Spaces | _____ | _____ | _____ |
| Principal Building | | | |
| Front Yard Primary Setback (ft.) | _____ | _____ | _____ |
| Front Yard Secondary Setback (ft.) | _____ | _____ | _____ |
| Side Yard(s) Setback (ft.) | _____ | _____ | _____ |
| Rear Yard Setback (ft.) | _____ | _____ | _____ |
| Frontage Build-out at Setback (%) | _____ | _____ | _____ |
| Height (stories/feet) | _____ | _____ | _____ |
| Accessory Building(s) | | | |
| Front Yard Setback (ft.) | _____ | _____ | _____ |
| Side Yard Setback (ft.) | _____ | _____ | _____ |
| Rear Yard Setback (ft.) | _____ | _____ | _____ |

If multiple principal or accessory structures, provide above information on additional sheets.



APPLICATION FOR VARIANCE OR APPEAL
(sheet 2 of 2)

Existing Use:

Proposed Use:

SECTION IV.

Provide a narrative statement setting forth the relief requested and the legal basis for the relief.

State of New Jersey }
County of Sussex }

This applicant Certification was sworn to and subscribed before me on this ____ day of _____, 20__

Notary Public of New Jersey Signature

Applicant Signature



APPLICATION FOR SUBDIVISION

SECTION I.

Application Type:

- Minor Subdivision
- Preliminary Major Subdivision
- Final Major Subdivision

Variance(s)

Variance required: Yes No

If "Yes," **also** complete the Variance Application.

SECTION II.

Applicant Name: _____
Applicant Address: _____
Owner of Record: _____
Owner Address: _____
Location of Site: _____

Phone Number: _____
Email: _____
Phone Number: _____

Dimensions: _____ ft. X _____ ft.
Block: _____ **Lot:** _____
Total Area: _____
Road Frontage (ft.): _____

Zone: _____
Tax Map Sheet No.: _____
Total Area: _____
Historic District: Yes No

SECTION III. (As applicable)

1. **Attorney's Name** _____
Business Address _____
Phone No. _____
Email _____

Engineer or Surveyor's Name _____
Business Address _____
License No. _____
Phone No. _____
Email _____

Planner's Name _____
Business Address _____
License No. _____
Phone No. _____
Email _____

List any other Expert who will submit a report or who will testify on behalf of the Application (attach additional pages if necessary).

Name _____
Field of Expertise _____
Address _____
Phone No. _____
Email _____

Town of Newton Planning Board
Sussex County, New Jersey



NOTICE TO ALL APPLICANTS

As part of the review process for Planning Board applications, it is often necessary and advisable that various members of the administrative staff, Boards, and Committees visit the property in question.

We are hereby requesting your permission to authorize such inspections by the appropriate Town representatives with respect to this application for a _____ on Block _____, Lot _____, with an address of _____, Newton, Sussex County, New Jersey.

Your cooperation will be appreciated. Should you have any problem with this request, please contact the Planning/Zoning Department.

PERMISSION GRANTED TO INSPECT PROPERTY:

OWNER SIGNATURE

DATE



AFFIDAVIT OF OWNERSHIP

_____ of full age, being duly sworn according to law, upon his/her/their oath
depose(s) and say(s) that he/she/they reside at _____, County of _____, State of
_____, that he/she/they is/are the owner(s) in fee of all that certain lot, piece of
parcel of land situated, lying and being in the Town of Newton and described on the Tax Map of
the Town of Newton as Block _____, Lot _____, also known as _____, Newton,
New Jersey, and hereby authorize(s) _____ to make the application and that the
statements contained in said application are correct to the best of his/her/their knowledge.

Print Name of Owner

Signature of Owner

Date

State of New Jersey }
County of Sussex }
 }

This applicant Certification was sworn to and subscribed before me on this ___ day of _____, 20__

Signature of A Notary Public of New Jersey

Town of Newton Planning Board
Sussex County, New Jersey



AFFIDAVIT OF PROOF OF SERVICE

If applicable to your particular case, the following Proof of Services is required.

Written notice to the Sussex County Planning Board has been given on _____, 20__.

Signature of Applicant

Written notice to the Commissioner of Transportation has been given on _____, 20__.

Signature of Applicant

Written notice to the Township/Borough of _____, located within 200 feet of the affected property has been given on _____, 20__.

Signature of Applicant

Written notice to the Director of State and Regional Planning of the Department of Community Affairs has been given on _____, 20__.

Signature of Applicant



SAMPLE LEGAL NOTICE

TAKE NOTICE that the undersigned will make an application to the Planning Board of the Town of Newton, New Jersey, for *(type of application)* _____

to permit *(proposal)* _____

at *(street address)* _____, Block _____, Lot _____, as shown on the Town of Newton Tax Map.

A public hearing will be held on _____, 20__ at 7:00 PM at the Newton Municipal Building, Council Chambers, located at 39 Trinity Street, Newton, NJ 07860. All persons interested in said hearing may be heard at the above time and place. Maps and documents for which approval is sought at the hearing will be on file and available for public inspection at least ten (10) days prior to the hearing during normal business hours in the office of the Land Use Board Administrator.

Applicant Name

Address

Please forward a copy of the Affidavit of Publication to party placing notice.

Town of Newton Planning Board
Sussex County, New Jersey

FEES



§ 100-22 Land subdivision and site plan review (Chapter 240).

- A. Minor subdivision (Chapter 240):
 - 1) Filing fee: \$250, plus \$50 per lot.
 - 2) Escrow fee: \$1,500.
- B. Major subdivision (Chapter 240) filing fees:
 - 1) Preliminary: \$500, plus \$100 per lot.
 - 2) Final: \$500, plus 50% of preliminary.
- C. Inspection and review fee deposit: 2% of improvements.
- D. Major subdivision (Chapter 240) review deposits:
 - 1) Preliminary: \$2,000, plus \$150 per lot.
 - 2) Final: \$2,000, plus \$50 per lot.
 - 3) Amended various, preliminary, or final major subdivision new deposits: \$500.
- E. Site plan filing fee, preliminary:
 - 1) Residential: \$75 per unit, but not less than \$500; escrow fee: \$1,000, plus \$50 per unit or lot.
 - 2) Commercial or industrial:
 - a. Commercial: \$25 per 1,000 square feet.
 - b. Industrial: \$50 per 1,000 square feet.
 - c. Escrow fee, up to 1,000 square feet: \$2,000; more than 1,000 square feet: \$2,000, plus \$100 per 1,000 square feet of additional floor area.
 - 3) Minor site plan:
 - a. Fee: \$250.
 - b. Escrow: \$1,500.
- F. Site plan filing fee, final: \$500 plus 50% of preliminary.
 - 1) Amended minor, preliminary, or final site plan review deposits: \$500.
- G. Site plan waiver:
 - 1) Escrow fee: \$500.
 - 2) Renew fee: \$100.
- H. Tax Map maintenance fee.
 - 1) The fee for the cost of updates and modifications to the Tax Maps of the Town of Newton as a result of a subdivision application as authorized by Chapter 240 shall be as follows:
 - a. Minor subdivision/lot line adjustment: \$250.
 - b. Major subdivision: \$250, plus \$25 for each lot with a new property line.
 - c. Subdivision including condominiums: \$250, plus \$25 per unit.
 - 2) The appropriate fee shall be paid to the Town of Newton prior to final subdivision approval.
- I. Concept plan review (including proposals for redevelopment):
 - 1) Application: \$250.
 - 2) Escrow: \$2,000.

§ 100-23 Zoning (Chapter 320).

- A. Townhouse plan filing fee:
 - 1) \$75, plus \$20 per unit (preliminary).
 - 2) \$50, plus \$10 per unit (final).
- B. Inspection and review fee deposit: \$2,000.

Town of Newton Planning Board
Sussex County, New Jersey



C. Planning Board applications:

1) Pursuant to N.J.S.A. 40:55D-70(a), appeals:

| Appeals | Application | Escrow |
|-------------------------|-------------|---------|
| Residential | \$100 | \$500 |
| Commercial/professional | \$250 | \$1,000 |
| Industrial | \$500 | \$1,000 |

2) Pursuant to N.J.S.A. 40:55D-70(b), interpretations/decisions:

| Interpretations | Application |
|-------------------------|-------------|
| Residential | \$100 |
| Commercial/professional | \$250 |
| Industrial | \$500 |

3) Pursuant to N.J.S.A. 40:55D-70(c), bulk variances:

| Bulk Variances | Application | Escrow |
|-------------------------|-------------|--|
| Residential | \$100 | \$1,000 (Single-Family) \$2,000 (All other residential) |
| Commercial/professional | \$250 | \$2,000 |
| Industrial | \$500 | \$2,000 |

4) Pursuant to N.J.S.A. 40:55D-70(d), use variances:

| Use Variances | Application | Escrow |
|-------------------------|-------------|--|
| Residential | \$100 | \$1,000 (Single-Family) \$3,000 (All other residential) |
| Commercial/professional | \$500 | \$3,000 |
| Industrial | \$1,000 | \$3,000 |

5) Co-location on existing cellular tower structure/eligible facilities request fee, pursuant to § 320-30D and J.

a) Application: \$300.

D. Escrow fee pursuant to N.J.S.A. 40:55D-70(a), (c) and (d): \$1,000.

E. Charge for request for extension of preliminary or final site plans: \$500; escrow for extension of reappraisal: \$500. Charge for request for extension of preliminary or final subdivision plans: \$500.

F. Charge for request for amendment to previously approved plans: \$500; escrow for amendments: \$500.

G. Charge for request for rezoning: \$700; escrow for rezoning: \$700.

H. Charge for special meeting of Planning Board: any required fee, plus \$1,000.

I. Charge for informal presentation (amount to be credited toward future application fees): \$200.

J. Fence permit: \$25.

K. Actions before the Newton Town Planning Board as to zoning applications:

1) Zoning application – residential: \$25.

2) Zoning application – commercial/professional: \$50.

3) Zoning application – industrial: \$100.

L. Verification letters from the Town and/or the Planning Board: \$75.

M. Historic Preservation Commission.

| | Application | Escrow |
|-------------------------|-------------|---------|
| Residential | \$100 | \$100 |
| Commercial/professional | \$250 | \$1,000 |
| Industrial | \$500 | \$2,500 |

LAND SUBDIVISION AND SITE PLAN REVIEW

240 Attachment 6

Town of Newton

Schedule F

Town of Newton Planning Board Application Checklist

| Complete | Incomplete | Waiver | NA | Administrative | Minor Subdivision | Minor Site Plan | Pre- liminary Site Plan | Pre- liminary Major Subdivision | Final Site Plan | Final Major Subdivision | Variance Request ("C" and "D") | Appeal Zoning Inter- pretation |
|----------|------------|--------|----|--|----------------------|-----------------------|-------------------------------|--|-----------------------|-------------------------------|---|---|
| | | | | 1. Application Form (Original Plus 19 Copies) | X | X | X | X | X | X | X | X |
| | | | | 2. Fees and Escrow Deposits | X | X | X | X | X | X | X | X |
| | | | | 3. Certification of Taxes, Liens, Assessments Paid | X | X | X | X | X | X | X | X |
| | | | | 4. Twenty Copies of Proposed Plan | X | X | X | X | X | X | X | X |
| | | | | 5. Affidavit of Ownership/Authorization Form | X | X | X | X | X | X | X | X |
| | | | | 6. Site Inspection Authorization | X | X | X | X | X | X | X | X |
| | | | | 7. Compliance with Legal Notice Requirements a. Proof of Publication b. Affidavit of Service | | | X | X | | | X | X |
| | | | | 8. Corporation or Partnership Form | X | X | X | X | X | X | X | X |
| | | | | 9. Listing of All Variances, Design Standards and Checklist Waivers and Justification | X | X | X | X | X | X | X | X |
| | | | | 10. Copies of All Prior Resolutions Pertaining to this Property | X | X | X | X | X | X | | X |
| | | | | 11. Two Recent Photographs of the Property | X | X | X | X | X | X | X | X |
| | | | | 12. Copy of Sussex County Planning Board Application | X | X | X | X | X | X | X | |

NEWTON CODE

| Complete | Incomplete | Waiver | NA | Administrative | Minor Subdivision | Minor Site Plan | Pre- liminary Site Plan | Pre- liminary Major Subdivision | Final Site Plan | Final Major Subdivision | Variance Request ("C" and "D") | Appeal Zoning Inter- pretation |
|----------|------------|--------|----|---|----------------------|-----------------------|-------------------------------|--|-----------------------|-------------------------------|---|---|
| | | | | 13. Copy of Soil Erosion/Sediment Control Application | | X | X | X | X | X | X | |
| | | | | 14. Copy of NJDOT/NJDEP Applications | X | X | X | X | X | X | X | |
| | | | | 15. Plan Clearly and Legibly Drawn or Reproduced at a Scale not Smaller Than One Inch Equals 50 Feet | X | X | X | X | X | X | X | |
| | | | | 16. Sheet Size, 24 Inches by 36 Inches | X | X | X | X | X | X | X | |
| | | | | 17. Name, Address, License Number of Plan Preparer, Signature, Original Raised Seal | X | X | X | X | X | X | X | |
| | | | | 18. Title Block | X | X | X | X | X | X | X | |
| | | | | 19. Record Owner(s) Name and Address | X | X | X | X | X | X | X | |
| | | | | 20. Applicant's Name, Address, Phone Number, Fax Number and E-Mail | X | X | X | X | X | X | X | |
| | | | | 21. Name of Project, if any | X | X | X | X | X | X | X | |
| | | | | 22. Date of Map Preparation and Each Subsequent Revision | X | X | X | X | X | X | X | |
| | | | | 23. Zoning District of Parcel and Surrounding Lands | X | X | X | X | X | X | X | |
| | | | | 24. Zoning Chart Listing Existing/Proposed Requirements for Area, Setbacks, Lot Coverage Height, Density, Parking | X | X | X | X | X | X | X | |
| | | | | 25. Proposed Developer's Agreement | | | | | X | X | | |
| | | | | 26. Existing Structures within 200 Feet and Distance to Properly Line | X | | X | X | X | X | X | |

LAND SUBDIVISION AND SITE PLAN REVIEW

| Complete | Incomplete | Waiver | NA | Administrative | Minor Subdivision | Minor Site Plan | Pre- liminary Site Plan | Pre- liminary Major Subdivision | Final Site Plan | Final Major Subdivision | Variance Request ("C" and "D") | Appeal Zoning Inter- pretation |
|----------|------------|--------|----|---|----------------------|-----------------------|-------------------------------|--|-----------------------|-------------------------------|---|---|
| | | | | 27. Obtain Each Block and Lot Numbered in Conformity with the Municipal Tax Map as Determined by the Municipal Tax Assessor and Obtain Street Address from the 911 Coordinators | X | | X | X | X | X | X | |
| | | | | 28. Scale of Map, Both Written and Graphic | X | X | X | X | X | X | X | |
| | | | | 29. North Arrow Giving Reference Meridian | X | X | X | X | X | X | X | |
| | | | | 30. Properties within 200 Feet, Lot and Block Number and Owner, Outline of Two-Hundred-Foot Perimeter, 500 feet for lots over 50 acres in size | | | X | X | X | X | X | |
| | | | | 31. Tax Map Sheet Number | X | X | X | X | X | X | X | |
| | | | | 32. Key Map Showing Location of Tract to be Considered in Relation to Surrounding Area, Within 200 Feet. Scale not Less Than One Inch Equals 400 Feet and North Arrow | X | X | X | X | X | X | X | |
| | | | | 33. Area of Entire Tract | X | X | X | X | X | X | X | |
| | | | | 34. Metes and Bounds of Proposed Lot(s) | X | | X | X | X | X | X | |
| | | | | 35. Area and Frontage of Proposed Lot(s) | X | | X | X | X | X | X | |
| | | | | 36. Area/Frontage of Remaining Tract | X | | X | X | X | X | X | |
| | | | | 37. Property Lines to the Nearest Hundredth | X | | X | X | X | X | X | |
| | | | | 38. Bearings to the Nearest Second | X | | X | X | X | X | X | |
| | | | | 39. Lot Acreage to the Nearest Hundredth | X | X | X | X | X | X | X | |

NEWTON CODE

| Complete | Incomplete | Waiver | NA | Administrative | Minor Subdivision | Minor Site Plan | Pre- liminary Site Plan | Pre- liminary Major Subdivision | Final Site Plan | Final Major Subdivision | Variance Request ("C" and "D") | Appeal Zoning Inter- pretation |
|----------|------------|--------|----|--|----------------------|-----------------------|-------------------------------|--|-----------------------|-------------------------------|---|---|
| | | | | 40. Building Envelopes | X | X | X | X | X | X | X | |
| | | | | 41. Location of Existing Railroads, Bridges, Culverts, Drainage Pipe, Water and Sewer, Utility Poles & Underground Utilities | X | X | X | X | X | X | X | |
| | | | | 42. Natural Features Including Existing Vegetation, Wet Areas, Watercourse, Floodplain Limit, Rock Outcropping | X | X | X | X | X | X | | |
| | | | | 43. Open Space, Buffer Zone, Recreation Areas, Municipal and Public Areas and Lands to be Conveyed to the Town if Applicable | | | X | X | X | X | | |
| | | | | 44. Plan and Profiles of Road Locations, Type, Size, Width of Right-of-Way, Paving Materials, Edge of Pavement, Curbs, Sidewalks, Catch Basins, Drainage Structures, All Utilities, Rights-of-Way Easements, Existing Buildings or Other Structures. Profile Shall be at a Scale of One Inch Equals Five Feet Vertical; One Inch Equals 50 feet Horizontal | | | X | X | X | X | | |
| | | | | 45. Road Cross Sections Every 50 feet Along Center Line at a Scale of One Inch Equals Five Feet Horizontal and Vertical | | | X | X | X | X | | |
| | | | | 46. Existing and Proposed Contours at Five-Foot Intervals for Slopes 15% or Greater, Two-Foot Intervals for Lesser Slopes | | | X | X | X | | | |
| | | | | 47. Earthwork Summary | | | X | X | | | | |
| | | | | 48. Cut and Fill Limits | | | X | X | X | | | |

LAND SUBDIVISION AND SITE PLAN REVIEW

| Complete | Incomplete | Waiver | NA | Administrative | Minor Subdivision | Minor Site Plan | Pre- liminary Site Plan | Pre- liminary Major Subdivision | Final Site Plan | Final Major Subdivision | Variance Request ("C" and "D") | Appeal Zoning Inter- pretation |
|----------|------------|--------|----|--|----------------------|-----------------------|-------------------------------|--|-----------------------|-------------------------------|---|---|
| | | | | 49. Location of Proposed Drainage Structures, Curbs, Swales, Berms, Guide Rails, Edge of Pavement, Sidewalks | | | X | X | X | X | | |
| | | | | 50. Construction Details for Drainage Structures, Curb, Guide Rail, Pavement Design, Sidewalks, Utilities | X | | X | X | X | X | | |
| | | | | 51. Existing/Proposed Driveway Locations with Sight Distance Profiles | X | | X | X | X | X | | |
| | | | | 52. Road Locations, Names, Width of Right-of-Way and Copy of Approval of Street Name | X | X | X | X | X | X | X | |
| | | | | 53. Sight Triangle, Drainage, Utility, Driveway and Other Easements | X | X | X | X | X | X | X | |
| | | | | 54. Provisions for Certification and Approvals | X | X | X | X | X | X | X | |
| | | | | 55. Letter Itemizing All Elements Covered Under Performance Bond | | | | | X | X | | |
| | | | | 56. Letter of Approval and Certification from Town Engineer | | | | | X | X | | |
| | | | | 57. Letter Certifying Conformance to Preliminary Plat by Applicant's Engineer | | | | | X | X | | |
| | | | | 58. Compliance with All Aspects of NJ Map Filing Law | | | | | | X | | |
| | | | | 59. Soil Erosion Plan and Details | | X | X | X | | | | |

NEWTON CODE

| Complete | Incomplete | Waiver | NA | Administrative | Minor Subdivision | Minor Site Plan | Pre- liminary Site Plan | Pre- liminary Major Subdivision | Final Site Plan | Final Major Subdivision | Variance Request ("C" and "D") | Appeal Zoning Inter- pretation |
|----------|------------|--------|----|---|----------------------|-----------------------|-------------------------------|--|-----------------------|-------------------------------|---|---|
| | | | | 60. Fire Protection Details Including Number of Proposed Units, Available Water Supply, Water Main Size, Flow, Hydrant Location | | | X | X | X | | | |
| | | | | 61. Cluster Development Option Data | | | | X | | | | |
| | | | | 62. Environmental Impact Statement | | | X | X | | | | |
| | | | | 63. Landscape Plan with Types, Quantity, Size and Location of Plantings, Scientific and Common Names | | | X | X | X | X | | |
| | | | | 64. Lighting Plan, Including Fixture and Footing Details, Wattage, Height, Isolux Patterns | | X | X | X | X | X | | |
| | | | | 65. Drainage Plan Including Runoff Calculations for Fifty-Year Storm Frequency and a Map Showing Drainage Area Per Stormwater Management Requirements | | | X | X | | | | |
| | | | | 66. Storm Drainage Facilities Improvements Designed for One-Year-Flood Capacity Per Stormwater Management Requirements or as Recommended by Town Engineer | | | X | X | | | | |
| | | | | 67. Copies of Stream Encroachment Permit Applications, if Applicable | | | X | X | X | X | | |

LAND SUBDIVISION AND SITE PLAN REVIEW

| Complete | Incomplete | Waiver | NA | Administrative | Minor Subdivision | Minor Site Plan | Pre- liminary Site Plan | Pre- liminary Major Subdivision | Final Site Plan | Final Major Subdivision | Variance Request ("C" and "D") | Appeal Zoning Inter- pretation |
|----------|------------|--------|----|---|----------------------|-----------------------|-------------------------------|--|-----------------------|-------------------------------|---|---|
| | | | | 68. NJDEP Letter of Interpretation Regarding the Presence/Absence of Wetlands on Property and Within 150 Feet. If Wetlands are Present, Line Verified by NJDEP and Transition Area Established. NJDEP Reference Number on Plan. For Minors Only a Delineation is Needed and an Absence/Presence Letter to Determine Buffer Width. | X | X | X | X | X | X | X | |
| | | | | 69. Written Confirmation from Tax Assessor that Proposed Lot Numbers are Acceptable | X | | | X | | X | | |
| | | | | 70. Facility Impact Report, Including: a. Sewer and Water Report b. Sewer and Water Map c. Traffic Impact Statement d. Circulation/Traffic Map | | | X | X | | | | |
| | | | | 71. Copies of Protective Covenants, Deed Restrictions or Homeowner Association Documents | | | X | X | X | X | | |
| | | | | 72. Building Floor Plan, Elevation Views and First-Floor Elevation with Overall Building Height | | | X | | X | | X | X |
| | | | | 73. Provisions for Solid Waste, Dumpster Enclosure, Recycling Facilities | | | X | | X | | | |
| | | | | 74. Compliance with ADA Requirements | | X | X | | X | | X | |

NEWTON CODE

| Complete | Incomplete | Waiver | NA | Administrative | Minor Subdivision | Minor Site Plan | Pre- liminary Site Plan | Pre- liminary Major Subdivision | Final Site Plan | Final Major Subdivision | Variance Request ("C" and "D") | Appeal Zoning Inter- pretation |
|----------|------------|--------|----|---|----------------------|-----------------------|-------------------------------|--|-----------------------|-------------------------------|---|---|
| | | | | 75. Graphic/Written Description of Area Surrounding the Site so the Prevailing Zoning and Actual Uses in the Area are Clear | | | | | | | X | X |
| | | | | 76. A Description of Any Alternatives that were Considered | | | | | | | X | |
| | | | | 77. A Statement or Legal Brief which Clarifies Why the Requested Relief Should be Granted | | | | | | | X | X |
| | | | | 78. Copies of All Relevant Documents from the Zoning Officer | | | | | | | X | X |
| | | | | 79. Copy of Current Deed and Verification of All Utilities, Easements and Restrictions | X | X | X | X | | | X | X |
| | | | | 80. Property Survey Signed and Sealed by a New Jersey Licensed Surveyor | X | X | X | X | X | | | |
| | | | | 81. A CAD File of Subdivision for Tax Map Updates | X | | | | | X | | |
| | | | | 82. Final As-Built Plan | | | | | X | X | | |