

Chairman, Board of Health

Date

- (c) I have carefully examined this map and find it conforms with the provisions of the Map Filing Law and the Municipal ordinances and requirements applicable thereto.

Township Engineer

Date

- (d) This application is approved by the Township of Union Planning Board as a major subdivision.

Chairman

Date

Secretary

Date

9. Affidavit. An affidavit signed and sworn to by the applicant that the final plat is drawn and presented exactly the same as the preliminary plat approved by the Planning Board and, if any changes, all changes shall be set forth in the affidavit as exceptions to the general statement. The affidavit shall be submitted in an original and two copies.

§ 30-26. CHECKLISTS.

[Ord. No. 90-8, § 1; Ord. No. 98-7, § IV; Ord. No. 99-14, § 15; Ord. No. 2001-2, § 4; Ord. No. 2001-6, § 2; Ord. No. 2003-4, § III; Ord. No. 2004-9, § I]

An applicant shall not be considered completed until all the material and information specified below has been submitted unless, upon receipt of written request from the applicant, a specific requirement is waived by the Planning Board and Board of Adjustment.

- a. Schedule "A" - General Requirements. The following general requirements are applicable to all submissions.
1. Twenty-seven copies of the appropriate application form(s), completely filled in. If any item is not applicable to the applicant, it should so be indicated on the application form(s).
 2. Certification from the Tax Collector that all taxes are paid and assessments on the property are paid.
 3. Receipt indicating that all fees are paid.
 4. Name and address of owner.
 5. Affidavit of Ownership. If applicant is not the owner, state the applicant's interest in the land and consent of owner to file application.
 6. If a corporation or partnership, list the names and address of all stockholders or individual partnership owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.
 7. Twenty-seven copies of any required plot plan, site plan, or subdivision plan.
 8. Number of witnesses and their expertise, if any.

9. Statement as to any requirements for which waiver is sought, together with a statement of reasons why waivers should be granted.

10. A completed checklist.

b. Schedule "B". Schedule "B" is applicable to minor and major subdivisions, preliminary and final site plans, and preliminary and final major subdivisions.

| | | Minor Site Plan | Minor Sub. | Prelim. Site Plan | Prelim. Major Sub. | Final Site Plan | Final Major Sub. |
|----------------------------|---|-----------------|------------|-------------------|--------------------|-----------------|------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 1. | Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet | X | X | X | X | X | X |
| 2. | All documents must be signed and sealed by appropriate NJ licensed professional person | X | X | X | X | X | X |
| 3. | Plat prepared to scale based on deed description or other reasonable accurate data for the purpose of review and discussion by the Planning Board | X | X | X | X | X | X |
| GENERAL INFORMATION | | | | | | | |
| 4. | Metes and bounds description of parcel in question based upon current onsite land survey information showing the date the survey was performed | X | X | X | X | X | X |
| 5. | Property line shown in bearings and distances. Bearings to be in degrees, minutes and seconds. Curves to have arc length, radius chord bearings and distances | X | X | X | X | X | X |
| 6. | Key map, based on tax map, showing location of tract to be considered in relation to surrounding area, within 1,000 feet | X | X | X | X | X | X |

| | | Minor Site Plan | Minor Sub. | Prelim. Site Plan | Prelim. Major Sub. | Final Site Plan | Final Major Sub. |
|----------------------------|--|-----------------|------------|-------------------|--------------------|-----------------|------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 7. | Title block containing name and address of applicant, preparer and preparer's seal, lot and block numbers, date prepared, date of last revision, and zoning district. Title block must comply with Title 46 (Map Filing Law) | X | X | X | X | X | X |
| 8. | Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor | X | X | X | X | X | X |
| 9. | Scale of map, both written and graphic | X | X | X | X | X | X |
| 10. | North arrow giving the basis of the bearing reference | X | X | X | X | X | X |
| 11. | Space for signatures of Chairman and Secretary of the Planning Board | X | X | X | X | X | X |
| 12. | Names and addresses of all property owners within 200 feet of subject property | X | X | X | X | X | X |
| 13. | Location of existing and proposed property lines with dimensions in feet to the nearest hundredth | X | X | X | X | X | X |
| 14. | Acreage of affected parcel to the nearest hundredth of an acre | X | X | X | X | X | X |
| 15. | Zoning district in which parcel is located, indicating all setbacks, height, and floor area ratio, both as to required and proposed indicate the above both written and graphically | X | X | X | X | X | X |
| 16. | Performance standards if applicable, such as impervious surface ratio, open space ratio, and density | X | X | X | X | X | X |

| | | Minor Site Plan | Minor Sub. | Prelim. Site Plan | Prelim. Major Sub. | Final Site Plan | Final Major Sub. |
|--|--|-----------------|------------|-------------------|--------------------|-----------------|------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 17. | Number of lots resulting from a subdivision including areas in acres if 1 acre or over or in square feet if under 1 acre | | X | | X | | X |
| 18. | Site capacity calculations | X | X | X | X | X | X |
| NATURAL FEATURES | | | | | | | |
| Applicant should refer to Township NRI or provide most recent mapping available from Hunterdon County Geographic Information System (GIS) or NJ Department of Environmental Protection GIS | | | | | | | |
| 19. | Aerial (satellite) photo using NJDEP 2002 imagery | X | X | X | X | | |
| 20. | Topography of the site and within 200 feet thereof | X | X | X | X | | |
| 21. | Steep Slopes (Twp. NRI) | X | X | X | X | | |
| 22. | Contours in intervals of 2 feet up to 10% grade and 5 feet over 10% grade | X | X | X | X | | |
| 23. | Bedrock Geology (Twp. NRI) | X | X | X | X | | |
| 24. | Surficial geology (Twp. NRI) | X | X | X | X | | |
| 25. | Floodplains | X | X | X | X | X | X |
| 26. | Wetlands (Using Twp. NRI if no LOI submitted) | X | X | X | X | X | X |
| 27. | Natural and artificial water-courses, water; bodies and encroachment lines | X | X | X | X | X | X |
| 28. | C-1 Category Streams and 300-foot buffers | X | X | X | X | X | X |
| 29. | Wooded areas including predominant association and size | X | X | X | X | X | X |
| 30. | Location of trees 10 inches in diameter, as measured 4 feet above ground level, outside of wooded areas, designing species of each | X | X | X | X | X | X |

| | | Minor Site Plan | Minor Sub. | Prelim. Site Plan | Prelim. Major Sub. | Final Site Plan | Final Major Sub. |
|--|--|-----------------|------------|-------------------|--------------------|-----------------|------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 31. | Soil types as shown by the current Soil Conservation Service Survey Maps. (or using Twp. NRI) | X | X | X | X | X | X |
| 32. | Agricultural Soils (Twp. NRI) | X | X | X | X | X | X |
| 33. | Erodible Soils (Twp. NRI) | X | X | X | X | X | X |
| 34. | Aquifers and Community Wells (Twp. NRI) | X | X | X | X | X | X |
| 35. | Septic Suitability (Twp. NRI) | X | X | X | X | X | X |
| 36. | Natural Heritage Database & NJ Landscape Data (Twp. NRI) | X | X | X | X | | |
| 37. | Areas in which construction is precluded due to the presence of natural resource restrictions | X | X | X | X | | |
| 38. | All areas to be disturbed by grading or construction | X | X | X | X | | |
| man-made FEATURES ON SITE AND WITHIN 200 FEET THEREOF | | | | | | | |
| 39. | Location of existing structures and their setbacks from existing and proposed property lines | X | X | X | X | X | X |
| 40. | Location of existing easements or rights-of-way including power lines | X | X | X | X | X | X |
| 41. | Location of existing railroads, bridges, culverts, drainpipes, water and sewer mains, and other man-made installations affecting the tract | X | X | X | X | X | X |
| 42. | Location of existing wells and septic systems | X | X | X | X | | |

| | | Minor Site Plan | Minor Sub. | Prelim. Site Plan | Prelim. Major Sub. | Final Site Plan | Final Major Sub. |
|----------------------------|---|-----------------|------------|-------------------|--------------------|-----------------|------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 43. | Location, results, and date of all percolation tests and soil logs for each lot | X | X | X | X | | |
| 44. | Plans and profiles of proposed streets | | | X | X | X | X |
| 45. | Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems | | | X | X | X | X |
| 46. | Location and description of monuments whether set or to be set of all corners found, set, to be set, and specific type (i.e. Rebar, iron pipe, railroad spike, p.k. nail, etc.) | X | X | | | X | X |
| 47. | Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract | X | X | X | X | X | X |
| 48. | Required road dedication | X | X | X | X | X | X |
| 49. | Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof | | | X | X | | |
| MISCELLANEOUS | | | | | | | |
| 50. | Proposed sight easements where required | X | X | X | X | X | X |
| 51. | Proposed drainage easements where required | X | X | X | X | X | X |
| 52. | Soil Erosion and Sediment Control Plan in accordance with § 30-25 et seq. of this chapter | X | X | X | X | | |

| | | Minor Site Plan | Minor Sub. | Prelim. Site Plan | Prelim. Major Sub. | Final Site Plan | Final Major Sub. |
|----------------------------|---|-----------------|------------|-------------------|--------------------|-----------------|------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 53. | Stormwater Management Plan in accordance with § 30-24 et seq. of this chapter | X | X | X | X | | |
| 54. | Landscaping plan including the types, quantity, size, and location of all proposed vegetation, along with planting specifications. The scientific and common name of all vegetation shall be included. Landscaping plan to be prepared by a certified landscape architect | X | X | X | X | X | X |
| 55. | Impact Statement in accordance with § 30-7.9 of this chapter | X | X | X | X | X | X |
| 56. | Copies of covenants and deed restrictions, if any, existing rights-of-way or easements including easements by use | X | X | X | X | X | X |
| 57. | The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated | X | X | X | X | X | X |
| 58. | Any sections for which a waiver is specifically requested and a narrative paragraph explaining why the applicant is entitled to such waiver | X | X | X | X | X | X |
| 59. | A letter of interpretation regarding wetlands from the New Jersey Department of Environmental Protection | X | X | X | X | X | X |
| 60. | As-built plans | | | | X | X | |
| 61. | Aquifer Test and Analysis | X | X | X | X | | |

| | | Minor Site Plan | Minor Sub. | Prelim. Site Plan | Prelim. Major Sub. | Final Site Plan | Final Major Sub. |
|----------------------------|--|-----------------|------------|-------------------|--------------------|-----------------|------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 62. | Carbonate Area District Investigations | X | X | X | X | | |

- c. Schedule "C". Schedule "C" is applicable to applications made under paragraphs a., b., c., and d. of N.J.S.A. 40:55D-70 and applications for conditional uses and planning variances and is applicable regardless of which Board the application is made to.

| | | "A" Appeal | "B" Interpretation or Special Question | "C" Variance | "D" Variance | Conditional Use | Planning Variance |
|----------------------------|---|---------------|---|--|-----------------|--------------------|----------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 1. | Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet | | | X X | X | X | X |
| 2. | All documents must be signed and sealed by appropriate NJ licensed professional person | | | X X | X | X | X |
| GENERAL INFORMATION | | | | | | | |
| 3. | Plat prepared to scale based on deed description or other reasonable accurate data for the purpose of review and discussion by the Planning Board | | | X X | X | X | X |
| 4. | Metes and bounds description of parcel in question based upon current onsite land survey information, showing date survey was performed | | | X NEED From Surveyor or DEED | X | X | X |
| 5. | Property line shown in bearings and distances. Bearings to be in degree, minutes, and seconds. Curves to have are length, radius chord bearings and distances | | | X X | X | X | X |
| 6. | Key map, based on tax map, showing location of tract to be considered in relation to surrounding areas within 1,000 feet | | | X X | X | X | X |

| | | "A" Appeal | "B" Interpretation or Special Question | "C" Variance | "D" Variance | Conditional Use | Planning Variance |
|----------------------------|--|---------------|---|-----------------|-----------------|--------------------|----------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 7. | Title block containing name and address of applicant, preparer and preparer's seal, lot and block numbers, date prepared, date of last revision, and zoning district. Title block must comply with Title 46 (Map Filing Law) | | | X X | X | X | X |
| 8. | Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor | | | X X | X | X | X |
| 9. | Scale of map, both written and graphic | | | X X | X | X | X |
| 10. | North arrow giving the basis of the bearing reference | | | X X | X | X | X |
| 11. | Space for signature of Chairman and Secretary of the Planning Board | | | X X | X | X | X |
| 12. | Names and addresses of all property owners within 200 feet of subject property | X | X | X X | X | X | X |
| 13. | Location of existing and proposed property lines with dimensions in feet to the nearest hundredth | | | X X | X | X | X |
| 14. | Acreage of affected parcel to the nearest hundredth of an acre | | | X X | X | X | X |
| 15. | Zoning district in which parcel is located, indicating all setbacks, height, and floor area ratio, both as to required and proposed. Indicate the above both written and graphically | | | X X | X | X | X |

| | | "A" Appeal | "B" Interpretation or Special Question | "C" Variance | "D" Variance | Conditional Use | Planning Variance |
|----------------------------|--|---------------|---|-----------------|-----------------|--------------------|----------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 16. | Performance standards, if applicable, such as impervious surface ratio, open space ratio, and density | | | X X | X | X | X |
| 17. | Number of lots resulting from a subdivision including areas in acres if 1 acre or over or in square feet if under 1 acre | | | X N/A | X | X | X |
| 18. | Site capacity calculations | | | X X | X | X | X |
| NATURAL FEATURES | | | | | | | |
| 19. | Aerial (satellite) Photo using NJDEP 2002 imagery | | | X X | X | | |
| 20. | Topography of the site and within 200 feet thereof | | | | | X | X |
| 21. | Steep slopes (Twp. NRI) | | | X X | X | X | X |
| 22. | Contours in intervals of 2 feet up to 10% grade and 5 feet over 10% grade | | | | | X | X |
| 23. | Bedrock Geology (Twp. NRI) | | | X X | X | X | X |
| 24. | Surficial geology (Twp. NRI) | | | X X | X | X | X |
| 25. | Floodplains | | | | | X | X |
| 26. | Wetlands (Using Twp. NRI if no LOI submitted) | | | | | X | X |
| 27. | Natural and artificial watercourses, waterbodies, and encroachment lines | | | | | X | X |
| 28. | C-1 Category Streams and 300-foot buffers | | | X X | X | X | X |
| 29. | Wooded areas including predominant association and size | | | | | X | X |

| | | "A" Appeal | "B" Interpretation or Special Question | "C" Variance | "D" Variance | Conditional Use | Planning Variance |
|----------------------------|--|---------------|---|-----------------|-----------------|--------------------|----------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 30. | Location of trees 10 inches in diameter, as measured 4 feet above ground level, outside of wooded areas, designating species of each | | | | | X | X |
| 31. | Soil types as shown by the current Soil Conservation Service Survey maps (or using Twp. NRI) | | | | | X | X |
| 32. | Agricultural soils (Twp. NRI) | | | X X | X | X | X |
| 33. | Erodible soils (Twp. NRI) | | | X X | X | X | X |
| 34. | Aquifers and Community Wells (Twp. NRI) | | | X X | X | X | X |
| 35. | Septic Suitability (Twp. NRI) | | | X X | X | X | X |
| 36. | Natural Heritage Database & NJ Landscape Data (Twp. NRI) | | | X X | X | X | X |
| 37. | Areas in which construction is precluded due to the presence of natural resource restrictions | | | | | X | X |
| 38. | All areas to be disturbed by grading or construction | | | | | X | X |
| 39. | Location of existing structures and their setbacks from existing and proposed property lines | | X | | | X | X |
| 40. | Location of existing easements or rights-of-way including power lines | | X | | | X | X |

| | | "A" Appeal | "B" Interpretation or Special Question | "C" Variance | "D" Variance | Conditional Use | Planning Variance |
|----------------------------|---|---------------|---|-----------------|-----------------|--------------------|----------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 41. | Location of existing railroads, bridges, culverts, drainpipes, water and sewer mains, and other man-made installations affecting the tract | | | X X | | X | X |
| 42. | Location of existing wells and septic systems | | | X X | | X | X |
| 43. | Location, results, and date of all percolation tests and soil logs for each lot | | | X Waiver | X | X | X |
| 44. | Plans and profiles of proposed streets | | | X N/A | | X | X |
| 45. | Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems | | | X N/A | | X | X |
| 46. | Location and description of monuments whether set or to be set of all corners found, set, to be set, and specific type (i.e. Rebar, iron pipe, railroad spike, p.k. nail, etc.) | | | X X | | X | X |
| 47. | Location, names, and widths of all existing and proposed streets on the property and within 200 feet of the tract | | | X X | | X | X |
| 48. | Required road dedication. | | | X N/A | | X | X |
| 49. | Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof. | | | X N/A | | X | X |
| MISCELLANEOUS | | | | | | | |

| | | "A" Appeal | "B" Interpretation or Special Question | "C" Variance | "D" Variance | Conditional Use | Planning Variance |
|----------------------------|---|---------------|---|---|-----------------|--------------------|----------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 50. | Proposed site easements where required | | | | | X | X |
| 51. | Proposed drainage easements where required | | | | | X | X |
| 52. | Soil Erosion and Sediment Control Plan in accordance with § 30-25 of this chapter | | | | | X | X |
| 53. | Stormwater Management Plan in accordance with § 30-24 et seq. of this chapter | | | | | X | X |
| 54. | Landscaping plan including the types, quantity, size, and location of all proposed vegetation, along with planting specifications. The scientific and common name of all vegetation shall be included. Landscape plan to be prepared by a certified landscape architect | X | X | X Waiver | X | X | X |
| 55. | Impact Statement in accordance with § 30-7.9 of this chapter | X | X | X N/A | X | X | X |
| 56. | Copies of covenants and deed restrictions, if any, existing rights-of-way or easements including easements by use | X | X | X NEED Deed and Title Report or Waiver | X | X | X |
| 57. | The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated | X | X | X N/A | X | X | X |

| | | "A" Appeal | "B" Interpretation or Special Question | "C" Variance | "D" Variance | Conditional Use | Planning Variance |
|----------------------------|--|---------------|---|----------------------|-----------------|--------------------|----------------------|
| PLAT SPECIFICATIONS | | | | | | | |
| 58. | Any sections for which a waiver is specifically requested and a narrative paragraph explaining why the applicant is entitled to such waivers | X | X | X X | X | X | X |
| 59. | A letter of interpretation regarding wetlands from the New Jersey Department of Environmental Protection, as applicable | X | X | X To Be Filed | X | X | X |
| 60. | As-built plans | | | | | X | X |
| 61. | Aquifer Test and Analysis | | | X Waiver | X | X | X |
| 62. | Carbonate Area District Investigations | | | X X | X | X | X |

- d. Schedule "D". For site plans involving new wireless telecommunications antenna towers, the following additional information shall also be provided:
1. The applicant must demonstrate that the facility owner(s) is(are) capable of ensuring continued site safety, timely maintenance and compliance with all applicable local, State and Federal regulations.
 2. Calculations of expected radio-frequency emission levels at the nearest structure in each direction from the proposed facility shall be provided.
 3. A report shall be submitted provided the technical justifications for the design and location of any proposed antenna(s) and tower(s) consistent with § 30-5.5f5. Such report shall also include documentation of the structural integrity of all proposed installations and their compliance with applicable minimum safety requirements and margins as well as a description of the general capacity of the facility of the number and type of antennas it can support.
 4. A proposed landscaping plan demonstrating satisfaction of the requirements of § 30-5.5f5.
 5. A proposed lighting plan demonstrating satisfaction of the requirements of § 30-5.5f5.
 6. Proof of ownership of the proposed site or of authorization to utilize it in the form of a lease agreement or contract of sale including any existing or proposed easements.
 7. In the case of a new tower, a letter of commitment stating the intent and capacity of lease tower and equipment space to other users, including direct competitors, at prevailing rates and standard terms in compliance with the co-location requirements of § 30-5.5f5. Such letter shall commit the tower owner and successors in interest and shall be recorded prior to the issuance of a construction permit.

8. A visual impact study:

- (a) Indicating the topography of the selected site relative to the surrounding areas.
- (b) Presenting elevations of the proposed new tower, or elevations of the existing building or structure on which an antenna or antenna array is proposed to be mounted, and elevations of all proposed accessory building(s) depicting all proposed antennas, platforms, finish materials, and other accessory equipment; and
- (c) Identifying locations within a three-mile radius of the site from which any proposed new tower will be visible;
- (d) A noise impact analysis including measurements of existing sound levels at property lines and projections of the anticipated sound levels after the proposed installation;
- (e) A historic impact analysis evaluating the effect of views of the proposed new tower on existing historic resources within the Township of Union and indicating compliance with any applicable requirements of the National Register of Historic Places Act, 16 U.S.C.A. 470, as amended, and the Regulations adopted pursuant thereto.

e. Completeness. Upon the applicant submitting the appropriate checklist and accompanying information, the Planning Board or Board of Adjustment, as the case may be, shall officially determine whether the application is complete or incomplete. The following forms shall be used:

Township of Union
Certification of Complete Application

TO:

TAKE NOTICE that on the _____ day of _____, 19_____, your application to the
 Planning Board
 Zoning Board of Adjustment

was reviewed in accordance with the rules of said Board and the applicable ordinances of the Township and it was thereupon determined that all checklist items are in order and said application is complete. The time within which said Board must act on said application pursuant to N.J.S.A. 40:55D-1 et seq., has commenced to run from said date.

Secretary, Union Township Planning Board

Township of Union
Notification of Incomplete Application

TAKE NOTICE that on the _____ day of _____, 19_____, your application to the
 Planning Board
 Zoning Board of Adjustment

was reviewed in accordance with the rules of the Board and the applicable ordinances of the Township and it was thereupon determined that all checklist items are not in order and the application is incomplete. Please submit the following checklist items as soon as possible so that the Board may again review your application for completeness.

Secretary, Union Township Planning Board