

**BOROUGH OF MENDHAM**  
**APPLICATION CHECKLIST**  
 SEE LAND DEVELOPMENT ORDINANCE CHAPTER 195

ITEM NUMBER	MINOR			MAJOR				VARIANCE				APPLICANT MARK	STATUS	BOROUGH MARK	NOTES	
	SUBDIVISION	SITE PLAN	SITE PLAN WAIVER	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	40:55D-70								
								(a) & (b)	(c)	(d)						
1	•	•	•	•	•	•	•	•	•	•	•	Application Form along with filing and escrow fees.	COMPLIES			
													N/A			
													WAIVER			
2	•	•	•	•	•	•	•	•	•	•	•	Certification of ownership or authorization to file application.	COMPLIES			
													N/A			
													WAIVER			
3	•	•	•	•	•	•	•	•	•	•	•	Certificate from the Borough Tax Collector that all taxes and assessments are paid to date.	COMPLIES			
													N/A			
													WAIVER			
4										•	•	Zoning Officer Denial Form providing statistics and rationale for request.	COMPLIES			
													N/A			
													WAIVER			
5	•	•	•	•	•	•	•	•	•	•	•	Site Inspection Form	COMPLIES			
													N/A			
													WAIVER			
6	•	•	•	•	•	•	•	•	•	•	•	Sewer Permit Waiver, Application or Sewer Gallonage Clause	COMPLIES			
													N/A			
													WAIVER			
7	•	•	•	•	•	•	•	•	•	•	•	Historic Preservation Commission Application	COMPLIES			
													N/A			
													WAIVER			
8	•	•		•	•	•	•	•	•	•	•	The names and lot/block numbers of all property owners within 200' of the extreme limits of the tract as shown on the most recent tax list prep. by the Borough Tax Assessor.	COMPLIES			
													N/A			
													WAIVER			
9	•	•	•	•	•	•	•	•	•	•	•	Copy of Official Tax Map depicting location of subject property supplied by the Borough Tax Assessor's Office	COMPLIES			
													N/A			
													WAIVER			
10	•	•	•	•	•	•	•	•	•	•	•	Written receipt from the County Planning Board, verifying that the County has received the application and fees, or letter of non-jurisdiction	COMPLIES			
													N/A			
													WAIVER			
11	•	•	•	•	•	•	•	•	•	•	•	Survey prepared by a licensed surveyor depicting: existing features, property boundaries, streetlines, setback lines, lots, reservations, easements, dedications, ROW's.	COMPLIES			
													N/A			
													WAIVER			
12	•	•		•	•	•	•	•	•	•	•	Plans signed and sealed by a NJ Professional Engineer and certified by a licensed land surveyor as to existing features and boundaries, folded into eighths with title block revealed.	COMPLIES			
													N/A			
													WAIVER			
13		•	•		•		•		•	•	•	Architectural data including floor plans, elevations for at least two sides of all proposed buildings and depiction of proposed building materials and external finishes.	COMPLIES			
													N/A			
													WAIVER			

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	SUBDIVISION	SITE PLAN		PRELIM	FINAL	40:55D-70							
				SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN						
14	•	•		•	•	•	•	•	•	When approval by another municipality is required, such approval shall be certified on the plat, or evidence shall be submitted that an application has been made for approval.	COMPLIES		
											N/A		
											WAIVER		
15			•							Copy of most recently approved site plan	COMPLIES		
											N/A		
											WAIVER		
16	•	•		•	•	•	•	•	•	Scale of not less than 1"=50' except 1" =100' on final sub-division plats. Site plans of one acre or less shall utilize a scale not less than 1" =20'.	COMPLIES		
											N/A		
											WAIVER		
17	•	•		•	•	•	•	•	•	Key Map showing the location of the tract with reference to the surrounding properties, existing streets and streams within 1000 feet of the site.	COMPLIES		
											N/A		
											WAIVER		
18	•	•		•	•	•	•	•	•	Name of subdivision or development, Borough of Mendham Morris County.	COMPLIES		
											N/A		
											WAIVER		
19	•	•		•	•	•	•	•	•	Name, title, address and telephone number or subdivider or developer.	COMPLIES		
											N/A		
											WAIVER		
20	•	•		•	•	•	•	•	•	Name, title, address and license number of the professionals who prepared the plot or plan.	COMPLIES		
											N/A		
											WAIVER		
21	•	•		•	•	•	•	•	•	Name, title and address of the owner or owners of record. If owner is a corporation, the name and address of the president and secretary shall be submitted.	COMPLIES		
											N/A		
											WAIVER		
22	•	•		•	•	•	•	•	•	North arrow with reference meridian. Scale (written and graphic).	COMPLIES		
											N/A		
											WAIVER		
23	•	•		•	•	•	•	•	•	Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.	COMPLIES		
											N/A		
											WAIVER		
24	•	•	•	•	•	•	•	•	•	Approval signature lines	COMPLIES		
											N/A		
											WAIVER		
25	•	•		•	•	•	•	•	•	Acreage to the nearest hundredth of an acre; distances in feet and decimals of a foot, bearings given to the nearest 10 seconds. Radii,arcs, central angles and chord bearings and distances of all curves.	x COMPLIES		
											N/A		
											WAIVER		
26	•	•		•	•	•	•	•	•	Existing tax map sheet No. and existing block and lot No. of the lots to be subdivided or developed as they appear on the Twp.Tax map. Distance, measured along ROW lines of abutting streets, to the nearest intrsct. with other public streets.	x COMPLIES		
											N/A		
											WAIVER		
27	•	•	•	•	•	•	•	•	•	Zoning districts affecting the tract and within 200 feet. District names and tabular schedule of requirements and proposed conditions as the Ordinance, including variance and waiver requests noted on the plat or plan.	x COMPLIES		
											N/A		
											WAIVER		

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28	•	•		•	•	•	•	•	The locations and dimensions of all existing improvements. Indication of structures to remain and to be removed with spot elevations of such structures. Location of all existing structures within 100' of the property boundary.		COMPLIES		
											N/A		
											WAIVER		
29	•	•		•	•	•	•	•	The location of all existing and proposed storm drainage structures and utility lines whether public or privately owned, with pipe sizes grades and direction of flow, location of inlets, manholes and other appurtenances.		COMPLIES		
											N/A		
											WAIVER		
30	•	•		•	•	•	•	•	The proposed location of all proposed screening and landscaping, and a planting plan indicating natural vegetation to remain and areas to be planted with a schedule providing a listing of the botanical and common names, quantity and size of plant material at the time of planting.		COMPLIES		
											N/A		
											WAIVER		
31	•	•		•	•	•	•	•	The total acreage of the drainage basin of any watercourse running through or adjacent to the tract.		COMPLIES		
											N/A		
											WAIVER		
32	•	•		•	•	•	•	•	The location and extent of drainage and conservation easements and stream encroachment lines.		COMPLIES		
											N/A		
											WAIVER		
33	•	•		•	•	•	•	•	The location, extent and water level elevation of all surface waters and wetlands within 200 feet of the tract.		COMPLIES		
											N/A		
											WAIVER		
34	•	•		•	•	•	•	•	Existing and proposed contours, based on USGS datum with a contour interval of 1 ft. for slopes less than 3%, an interval of 2 ft. for slopes between 3 & 10%, and 5 ft. for slopes > 10%. Include slope delineation and tabulations per Section 215-12.4.		COMPLIES		
											N/A		
											WAIVER		
35	•	•		•	•	•	•	•	Road right-of-way dedication and improvement, as applicable.		COMPLIES		
											N/A		
											WAIVER		
36	•	•				•	•		Deed descriptions, including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications.		COMPLIES		
											N/A		
											WAIVER		
37	•	•		•	•	•	•	•	Soil types as per the County Soil Conservation District. Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.		COMPLIES		
											N/A		
											WAIVER		
38	•	•		•	•	•	•	•	Locations of existing rock outcrops, highpoints, water-courses, depressions, ponds and marsh areas as determined by survey.		COMPLIES		
											N/A		
											WAIVER		

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				SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN						(a) & (b)
39	•	•		•	•	•	•	•	•	Required front, side and rear setback lines.	COMPLIES		
										N/A			
										WAIVER			
40	•	•		•	•		•		•	Size, height and location and use of all proposed buildings including all proposed floor elevations.	COMPLIES		
										N/A			
										WAIVER			
41	•	•	•	•	•		•		•	Location and size of all proposed signage including design and lighting details. If no signage is proposed, a statement to that effect shall be added to the plan.	COMPLIES		
										N/A			
										WAIVER			
42			•							Copy of Building Floor Plan designating the location and floor area (in square feet) a) to be occupied by the applicant for its proposed use, and b) currently occupied by any other use in the building.	COMPLIES		
										N/A			
										WAIVER			
43		•		•	•		•			The proposed location, direction of illumination, power and type of proposed outdoor lighting including details, intensity in footcandles and hours of operation.	COMPLIES		
										N/A			
										WAIVER			
44		•		•	•		•			The location and design of any off-street parking and loading areas, showing size and location of bays, aisles and barriers.	COMPLIES		
										N/A			
										WAIVER			
45	•	•		•	•		•		•	All means of vehicular access or egress to and from the site onto public streets, with the information required by Ordinance.	COMPLIES		
										N/A			
										WAIVER			
46	•	•		•	•		•			Plans showing all existing drainage within 200 ft. of any boundary. Stormwater management calculations depicting compliance with all state and local codes.	COMPLIES		
										N/A			
										WAIVER			
47	•	•		•	•		•		•	The location of all existing and proposed waterlines, valves and hydrants and all sewer lines or alternative means of sewerage and and sewage disposal and treatment.	COMPLIES		
										N/A			
										WAIVER			
48				•	•		•			All proposed streets with profiles, indicating grading; and cross sections showing width of roadway, location and width of sidewalks and location and size of any utility lines conforming to Borough standards and specifications.	COMPLIES		
										N/A			
										WAIVER			
49	•	•		•	•		•	•	•	Depiction of any existing or proposed protective covenants or deed restrictions applying to the land being developed.	COMPLIES		
										N/A			
										WAIVER			
50		•		•		•				Existing and proposed permanent monuments.	COMPLIES		
										N/A			
										WAIVER			
51				•		•				Lot Block and street numbers as approved by the Borough Engineer of the Borough of Mendham, including lot and block numbers and owners of the abutting properties.	COMPLIES		
										N/A			
										WAIVER			
52	•	•		•	•		•		•	A Letter of Interpretation from the NJDEP	COMPLIES		
										N/A			
										WAIVER			

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				SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)					
53	•	•	•	•	•	•				For each lot not served by public sewage disposal, approval by the Borough Board of Health of percolation tests observed by the Borough Health Officer and certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system in compliance with all state and local regulations. When a new connection to or change in plumbing facilities feeding an existing connection to the Borough sanitary system is proposed, an adopted resolution of the Borough Council approving the application.	COMPLIES N/A WAIVER		
54	•	•		•	•	•	•			Certification by the applicant's surveyor and engineer as to the accuracy of the details of the plat. Certification of compliance with RSIS, or provide a list of exceptions proposed.	COMPLIES N/A WAIVER		
55						•	•			Plan of all utilities in exact location together with a cost estimate of the installation of all public improvements to be installed.	COMPLIES N/A WAIVER		
56						•	•			Written proof that all lands set aside or shown for easement, public use or streets are free and clear of all liens and encumbrances.	COMPLIES N/A WAIVER		
57						•	•			Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the proposed development.	COMPLIES N/A WAIVER		
										NOTE: Board may require and ask for additional information			