



## MANDATORY SUBMISSION ITEMS AND APPLICATION CHECKLISTS

The following items are required for submission of a complete application to the Planning Board or the Board of Adjustment. Some items may not apply to all applications. The applicant may request that certain items be waived by the Board. This checklist contains a summary of the requirements specified in § 202-29.1, § 281-7 and § 301-37 of the Code of the Township of Montclair.

### ALL PLANS MUST INCLUDE:

	1. Name and address of the applicant and the owner.
	2. Name, address and title of the person preparing the plan, maps and accompanying data.
	3. Date of preparation and the dates of each revision, where applicable.
	4. Signature and certification, as appropriate, by a registered engineer, land surveyor and/or architect, with property survey data to be based on current conditions as they exist.
	5. Twenty (20) paper <u>and</u> digital copies in PDF format of plans, maps and construction details, and five (5) reports (drainage, etc.), as required in the appropriate checklist. The requirement for digital copies is optional but strongly encouraged for applications involving one- and two-family homes.
	6. Lot and block number or numbers of the lot or lots from the Township Tax Maps.

### ADDITIONAL REQUIREMENTS FOR:

#### CONCEPT PLANS

	1. Length and bearings of the lot lines of the proposed project.
	2. Map scale and north arrow.
	3. Zone district in which the lot or lots are located and the zone district or districts of all the immediately adjoining lots.
	4. All existing structures and wooded areas within the site and within 200 feet thereof.
	5. Existing contours at sufficient intervals to determine the general slope and natural drainage of the land.
	6. The original and proposed lot layout, lot dimensions and total area of each lot, if applicable.
	7. A site illustration, indicating with sufficient accuracy all boundaries of the site with natural features of the land and showing all developed, undeveloped and to-be-developed portions.

#### VARIANCE APPLICATIONS

	1. Area of lot or lots and the length and bearings of the lot lines of the proposed project.
	2. Scale and north sign and key map relating the site to the streets in the surrounding area.
	3. Zone district in which the lot or lots are located and the zone district or districts of all the immediately adjoining lots.
	4. Existing and proposed principal building or structure and all accessory buildings or structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structures, first-floor elevations and the complete floor plans and elevation plans thereof.
	5. Other information necessary to show the nature and extent of the variance requested.

#### MINOR SITE PLANS

	1. An appropriate place for the signatures of the Chair and Secretary of the Planning Board or Zoning Board of Adjustment and the Township Engineer.
	2. Area of lot or lots and the length and bearings of the lot lines of the proposed project.
	3. Scale and north sign and key map relating the site to the streets in the surrounding area.
	4. Zone district in which the lot or lots are located and the zone district or districts of all the immediately adjoining lots.
	5. Existing and proposed principal building or structure and all accessory buildings or structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structures, first-floor elevations and the complete floor plans and elevation plans thereof.

**MAJOR SITE PLAN AND SUBDIVISION APPLICATIONS**

	1. An appropriate place for the signatures of the Chair and Secretary of the Planning Board or Zoning Board of Adjustment and the Township Engineer.
	2. Area of lot or lots and the length and bearings of the lot lines of the proposed project.
	3. Length and bearings of the lot lines of the proposed project.
	4. Scale and north sign and key map relating the site to the streets in the surrounding area.
	5. Zone district in which the lot or lots are located and the zone district or districts of all the immediately adjoining lots.
	6. Location, size and nature of all existing and proposed rights-of-way, easements and other encumbrances which may affect the lot or lots in question.
	7. Location, size and nature of the entire lot or lots in question and any contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest.
	8. Location, names and pavement and right-of-way widths of all existing and proposed streets abutting the lot or lots in question
	9. Property lines of all abutting properties, together with the names and addresses of the owners as disclosed on the Township Tax Maps and tax rolls as of the date of the site plan application, and the location of the existing structures within 100 feet of the property line for properties abutting the site in question.
	10. Existing and proposed principal building or structure and all accessory buildings or structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structures, first-floor elevations and the complete floor plans and elevation plans thereof.
	11. Present and proposed topography, based on New Jersey Geodetic Control Survey datum, at two-foot contour intervals, including 100 feet outside the site to show the relationship to adjoining properties.
	12. Existing and proposed setback dimensions, landscaped areas and trees over six inches caliper.
	13. Location, type and size of existing and proposed curbs, sidewalks, driveways, street pavement widenings, fences, retaining walls, parking space areas and the layouts thereof and all off-street loading areas, together with the dimensions of all the foregoing, for the site and the nearest portions of properties abutting the site; number of employees, total and maximum, on one shift.
	14. Location, type and size of existing and proposed catch basins and storm drainage facilities, both frame and invert elevations and all utilities, both above- and below ground.
	15. All existing and proposed signs and their size, nature of construction and location, and all existing and proposed exterior lighting, including size, nature of construction, location, height, the area and direction of illumination and the lumen power.
	16. Soil erosion and sediment control plan for sites where over 5,000 square feet of ground area is being disturbed.
	17. Cost estimates and proposed construction and maintenance bonds and construction time schedules related to building construction for any required improvements not proposed to be completed before the issuance of a certificate of occupancy.
	18. Plans for any off-tract improvements, including cost estimates and calculations of the share to be borne by the developer.
	19. Any and all other information and data necessary to meet any of the requirements of this chapter not listed above.
	20. Landscape plans, showing name, quantity, location, size as to caliper and height of existing and proposed trees, shrubs and all plant materials, prepared by an architect, engineer, professional planner or a licensed landscape architect.
	21. Satisfaction of Chapter 294, Steep Slopes, where applicable.
	22. A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area.
	23. A stormwater management plan, if required.
	24. Streetscape elevations of proposed buildings and buildings immediately adjacent to proposed buildings.
	25. Exterior garbage and recycling storage areas for multifamily and commercial developments.