

**BOROUGH OF FLORHAM PARK
PLANNING BOARD / ZONING BOARD OF ADJUSTMENT**

SITE PLAN APPLICATION

(for official use only)

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|----------------------|
| APPLICATION # |
|----------------------|

(for official use only)

| |
|------------------|
| RECEIVED: |
|------------------|

CHECK ONE

| | |
|---------------------|--------------------------|
| Preliminary only | <input type="checkbox"/> |
| Final only | <input type="checkbox"/> |
| Preliminary & Final | <input type="checkbox"/> |

CHECK ALL THAT APPLY

| | |
|---------|--------------------------|
| Amended | <input type="checkbox"/> |
| Major | <input type="checkbox"/> |
| Minor | <input type="checkbox"/> |

Name of proposed site: _____

1. Applicant's name: _____
Address: _____
Email: _____ Phone _____

2. Name and address of owner of record *(if other than applicant)*:
Name: _____
Address: _____

3. Interest of applicant if other than owner _____

4. Attorney Information:
Name: _____
Address: _____
Email: _____ Phone _____

5. Engineer/Surveyor Information:
Name: _____
Profession: _____
Address: _____
Email: _____ Phone _____

6. Architect Information:

Name: _____

Address: _____

Email: _____ Phone _____

7. Location of site _____
(street)

| Block # | Lot # | Zone |
|---------|-------|------|
|---------|-------|------|

8. Development plans:

a. General description of use _____

b. General description of buildings _____

c. Total site area _____ (acreage) _____ (square feet)

d. Building area _____ (square feet) _____ (percentage)

e. Improved lot coverage _____ (percentage)

f. Parking space # _____ Width _____ Length _____ Drive Aisle _____

g. Loading space # _____ Width _____ Length _____ Drive Aisle _____

h. Parking and paved area _____ (square feet) _____ (% of land coverage)

i. Open green area _____ (square feet) _____ (% of land coverage)

j. Buffer area coverage _____ (square feet) _____ (percentage)

k. Provide a separate narrative describing the nature and extent of the proposed development

l. List of variances necessary to use site as proposed (*attach as rider*)

9. Are there deed restrictions that apply or are contemplated? (*Yes or No*) _____

10. Owner interest in adjoining properties _____

11. List proposed improvements and utilities and intentions to install or post performance guarantee prior to final approval. (*attach as rider*)

12. List of site plans, maps and other material accompanying application, and describe them by name, date, and most recent revision date (*attach as rider*)

14. Total cost of building construction and site improvement \$ _____
(*provide affidavit of professional preparing site plan on costs*)

Required:

- Certification from Tax Collector that taxes are paid to date
- Written and notarized consent of owner if not the applicant
- Copy of all covenants, deed restrictions affecting all or part of the property
- Copy of Morris County Planning Board application
- Copy of N.J. DEP application (if applicable)
- Copy of Sanitary Sewer application (if applicable)
- Name, address of stockholders owning at least 10% of stock or at least 10% of interest in the partnership
- W-9 Taxpayer ID Form

The undersigned applicant hereby certifies that the information contained herein and on the supporting documentation is true and complete to the best of his/her knowledge.

Signature of Applicant: _____

State of New Jersey, County of _____,

Sworn and subscribed to before me on _____ day of _____ (month), 20_____

Seal

Notary Signature

A Technical Review Committee meeting must be scheduled to determine completeness before a formal hearing by the Planning Board can be scheduled. Call the Board Secretary to schedule at **973-410-5301**.

Contact the Board Secretary for the required number of applications and plans to be submitted for the TRC,

Most site plan applications also require a separate meeting with the Fire Service Review Committee for a review of the application specific to fire department needs and requirements prior to a formal hearing with the Planning Board. Please review the Fire Safety Plan checklist. For more information, call the Fire Chief at 973-377-3241.

❖ **Fees (must be submitted prior to a TRC):**

Preliminary Site Plan (Major)

| | |
|------------------------|---|
| Application Fee | \$500.00 per acre or part thereof, plus \$7.50 per 100 sf. of gross building floor area (minimum fee: \$250.00) |
| Variance | \$300.00 <i>per variance</i> associated with the site plan |
| Minimum charge | \$1500.00 |
| Initial Escrow Deposit | \$5000.00 (plus \$1000.00, if variances) |

Final Site Plan

| | |
|------------------------|-------------------------------------|
| Application Fee | \$1,000.00 for each approval |
| Initial Escrow Deposit | \$3000.00 (if submitted separately) |

Minor Site Plan

| | |
|------------------------|-----------|
| Application Fee | \$1000.00 |
| Initial Escrow Deposit | \$3000.00 |

❖ **Include Fee Calculation Sheet**

SITE PLAN CHECKLIST

PLAT REQUIREMENTS

Marginal Information and Administrative Data:

1. () Application forms and this completed checklist.
2. () Name, address, phone number of owner or applicant and identification of project.
3. () Owner's certification of concurrence with the plan:
"I certify that I am the owner of record of the site hereon depicted and that I concur with the plan".

signature

address

phone number

4. () Name, NJ license number of engineer, date, and revision of drawings.
5. () Scale, not smaller than 1"=50' except that 40 acres or larger may be 1"=100'.
6. () Key map, not smaller than 1"=2000', showing location in Borough, the zone district, and properties with names of owners with 200'. (Contiguous ownership may be shown on main drawing.)
7. () Site data box showing:
 - o total site area in square feet
 - o total building area in square feet
 - o total landscaping area in square feet
 - o total area for driveway, access roads, walkways in square feet
 - o total parking area in square feet
 - o number of parking stalls and stall dimensions
 - o number of employees, total and maximum on one shift
 - o ratio of parking to building size or occupancy, or both, depending on use
 - o list of requested variances
8. () Certification from applicant's engineer on any development application stating that no wetlands exist on the property in question, in accordance with the requirements of N.J.A.C.7:7A, as amended and supplemented or, in the alternative, any of the following:
 - a) an exemption certificate issued by the N.J. Department of Environmental Protection and Energy indicating that no wetlands exist on the property in question.
 - b) a wetlands permit issued pursuant to the N.J. Administrative Code.
 - c) a certification by the applicant's engineer that application has been made to the N.J. Department of Environmental Protection and Energy for an exemption or wetland permit.
 - d) the applicant shall, in addition, submit a map delineating the wetlands if, in fact, wetlands exist on the property.
9. () Delineation of all floodways and flood hazard areas.
10. () Completed County Planning Board application.
11. () Traffic Report (if applicable)

Topography:

1. () Present and proposed grades based on N.J. Geodetic Control Survey Datum, at 2' contour intervals, except that when slope is greater than 10%, 5' intervals.
2. () First floor elevations of all proposed buildings.
3. () A soil removal/import plan for all soil to be taken from or brought to the site.

Buildings & Structures:

1. () Location of all existing and proposed structures, and buildings on and within 100 feet of site with finished grade elevations at corners.
2. () Storage areas for refuse and garbage.
3. () Ground floor area in square feet.
4. () Proposed use for all buildings.
5. () Location and description of all existing and proposed signs.
6. () Loading areas, showing dimensions.
7. () Submit elevations with additional details as required by the Planning Board to ensure architectural compatibility.

Parking Areas, Traffic Control, Lighting:

1. () Parking areas showing spaces, curbs, aisles, and lanes.
2. () Driveways showing vehicular circulation and sight triangles.
3. () Existing and proposed streets abutting the site showing right-of-way and paved widths.
4. () Locations and dimensions of fire zones and loading zones.
5. () Sidewalks and pedestrian walkways.
6. () Lighting standards and utility poles, designating their size, height, type, construction and location.
7. () Lighting plan including lumens, spacing and height.

Roads, Driveways, Walks, Curbs, Walkways, Fencing:

1. () Location and dimensions of all items, this category, on the site and within 100 feet.
2. () Cross-sections and profiles of all existing and proposed streets
3. () Details of driveway and road intersections, with municipal and County streets at scale of 1" = 20'.
4. () Location, size and nature of all existing and proposed rights-of-way, easements and other encumbrances which may affect the lot or lots in description of any lands to be dedicated to the County or municipality.

Drainage, Storm and Sanitary Sewers and Utilities:

1. () Location, type and size of all existing and proposed catch basins, storm drainage structures, facilities and watercourses.
2. () Location, type and size of waste disposal system and sanitary sewer lines.
3. () Location, profiles and types of underground utilities; electric, gas, telephone, water.
4. () Show by means of arrows that lot drains properly into existing waterways or adequate storm drains.
5. () Location of all easements related to drainage.
6. () Evidence of approval of drainage by Division of Water Policy & Supply, DEP where applicable.
7. () Storm drainage calculations
8. () Location and profiles of all water-courses and drainage facilities within 200 feet of property limits or development.

Landscaping:

1. () Specify types of plantings.
2. () Total square feet of landscaping.
3. () Landscaping within the parking areas (at least 1,000sf. within each 10,000sf. of paved areas).
4. () Buffer areas, including location of landscape screen
5. () All areas to be graded and landscaped; all retaining walls and fencing. Size and type of plant material.
6. () All trees over 4" in diameter.
7. () Fencing within 100 feet of any existing or proposed road right-of-way line.
8. () Proposed location and proposed species of trees to be planted.
9. () Soil Erosion and Sediment Control Plan.