



BOROUGH OF EATONTOWN LAND DEVELOPMENT APPLICATION CHECKLIST

Name of Application _____ Application No. _____

Block(s) _____ Lot(s) _____ Date filed _____

An application shall not be considered complete until all the materials and information specified below have been submitted, unless upon receipt a written waiver request from the applicant, a specified requirement is waived by the municipal agency. The waiver request shall be granted or denied within 45 days of receipt of said request. If an item is considered by the applicant to be "NOT APPLICABLE", a waiver request should be made.

ITEM NUMBER	MINOR		MAJOR			VARIANCE			ITEM DESCRIPTION	APPLICANT MARK	STATUS	BOROUGH MARK	COMMENTS				
	SUBDIVISION	SITE PLAN	PRELIM		FINAL		40:55D-70										
			SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)								
1	•	•	•	•	•	•	•	•	•	Calculation of the application fee and the review escrow	COMPLIES						
											WAIVER						
2	•	•	•	•	•	•	•	•	•	Individual checks made out to Borough of Eatontown in the amount calculated for the application fee, and the review escrow	COMPLIES						
											WAIVER						
3	•	•	•	•	•	•	•	•	•	A completed checklist with written explanations for all requested completeness waivers	COMPLIES						
											WAIVER						
4	•	•	•	•	•	•	•	•	•	Completed Borough of Eatontown application forms	COMPLIES						
											WAIVER						
6	•	•	•	•	•	•	•	•	•	Ownership Disclosure Affidavit	COMPLIES						
											WAIVER						
7	•	•	•	•	•	•	•	•	•	Contribution statement pursuant to Borough Ordinance #02-2009	COMPLIES						
											WAIVER						
8	•	•	•	•	•	•	•	•	•	Tax Collector Certification from the Eatontown Borough Tax Collector that all taxes and assessments on the property are paid in full.	COMPLIES						
											WAIVER						
9	•	•	•	•	•	•	•	•	•	Certified list of property owners within 200' of the property as prepared by the Eatontown Borough Tax Assessor	COMPLIES						
											WAIVER						
10	•	•	•	•	•	•	•	•	•	Completed Monmouth County Planning Board application copy of a check made payable to "Monmouth County"	COMPLIES						
											WAIVER						
11	•	•	•	•	•	•	•	•	•	Completed Freehold Soil Conservation District (FSCD) application. Copy of a check made payable to "FSCD"	COMPLIES						
											WAIVER						

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12	•	•	•	•	•	•	•	•	•	Completed Monmouth County Health Department application. Copy of a check made payable to "Monmouth County"	COMPLIES								
											WAIVER								
13	•	•	•	•	•	•	•	•	•	Copies of all easements, covenants, and deed restrictions including metes and bounds descriptions on or affecting the property in question	COMPLIES								
											WAIVER								
14	•	•	•	•	•	•	•	•	•	Six (6) black or blue line prints prepared by a New Jersey licensed engineer or a licensed Land Surveyor. Each sheet must be signed and sealed by the appropriate professional.	COMPLIES								
											WAIVER								
15	•	•	•	•	•	•	•	•	•	A digital copy of the plan in a format approved by the Borough Engineer. Plan to show lot lines, easements, buffers, existing and proposed structures.	COMPLIES								
											WAIVER								
16	•	•	•	•	•	•	•	•	•	Public Utility "will serve" letters	COMPLIES								
											WAIVER								
17			•	•	•	•	•	•	•	Environmental Impact Assessment	COMPLIES								
											WAIVER								
18	•	•	•	•	•	•	•	•	•	Six (6) copies of the Surface Water Management plans in accordance with NJAC 7:8, including pre- and post-development calculation and drainage area maps. Eight (8) more copies to be submitted upon determination of completeness	COMPLIES								
											WAIVER								
19	•	•	•		•					Certification from the Eatontown Borough Tax Assessor approving the block and lot designations	COMPLIES								
											WAIVER								
20			•		•					Certification from the Borough of Eatontown approving the road names and subdivision names	COMPLIES								
											WAIVER								
21		•		•						An affirmative statement in writing indicating how all applicable conditional use standards are met	COMPLIES								
											WAIVER								
22			•							A conceptual development plan of the property in accordance with the "conventional lot" requirements of the Borough Land Use Ordinance (yield plan)	COMPLIES								
											WAIVER								

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	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					
23				•				An engineer's estimate of all the improvements identified on the approved preliminary plan, which remain to be completed at the time of final plat	COMPLIES			
				•					WAIVER			
24				•				An engineer's estimate of all the improvements identified on the approved preliminary plan, whether completed or remaining to be completed	COMPLIES			
				•					WAIVER			
25				•				Deed description including metes and bound for all easements, buggers and right of way dedication, as identified on the approved preliminary plan.	COMPLIES			
				•					WAIVER			
26												
a	•	•						A description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials from which products are to be manufactured.	COMPLIES			
									WAIVER			
b	•	•						A statement containing estimated of daily water consumption, volume and nature of sewage, waste and water to be disposed of descriptions of water supply and sewage treatment facilities.	COMPLIES			
									WAIVER			
c			•					A statement on the anticipated number of shifts and number of employees per shift	COMPLIES			
									WAIVER			
27					•			As-built drawing depicting all the proposed site improvements approved during the preliminary site plan application and any deviations noted in the actual constructed improvements.	COMPLIES			
					•				WAIVER			
28						•	•	•	Photograph(s) of the subject premises that may prove useful in helping the Board make a more informed decision on the application.	COMPLIES		
										WAIVER		

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Plans shall show or include the following:

29	•	•	•	•	•	•	•	•	•	Map scale not less than 1 inch = 100 feet showing the entire tract on one sheet not exceeding 24"x36".	COMPLIES		
											WAIVER		
30	•	•	•	•	•	•	•	•	•	A key map showing the entire site, the surrounding area (at least 1,000 feet from the property) and any and all zone district boundary lines in the surrounding area.	COMPLIES		
											WAIVER		
31	•	•	•	•	•	•	•	•	•	Site or subdivision name.	COMPLIES		
											WAIVER		
32	•	•	•	•	•	•	•	•	•	Scale and references meridian. The reference source (i.e. deed, filed map, etc) of the meridian shall be identified.	COMPLIES		
											WAIVER		
33	•	•	•	•	•	•	•	•	•	Name, address, and phone number of the professional responsible for preparing the plans.	COMPLIES		
											WAIVER		
34	•	•	•	•	•	•	•	•	•	Name, address, and phone number of the Owner of the property.	COMPLIES		
											WAIVER		
35	•	•	•	•	•	•	•	•	•	Name, address, and phone number of the Owner of the property.	COMPLIES		
											WAIVER		
36	•	•	•	•	•	•	•	•	•	Date of the plans and revision block identifying any and all revisions.	COMPLIES		
											WAIVER		
37	•	•	•	•	•	•	•	•	•	Approval signature block for Board Chairman, Secretary and Borough Engineer	COMPLIES		
											WAIVER		
38	•	•	•	•	•	•	•	•	•	The name and address of the owner and the block and lot designation of any and all property located within 200 feet of tract.	COMPLIES		
											WAIVER		
39	•	•	•	•	•	•	•	•	•	The tax map sheet. The block and lot numbers of the subject property and any and all properties within 200 feet of the tract.	COMPLIES		
											WAIVER		
40	•	•	•	•	•	•	•	•	•	All existing streets, roads, watercourses and water bodies on the property and within 500 feet of the property.	COMPLIES		
											WAIVER		
41	•	•	•	•	•	•	•	•	•	Lot line dimensions. Original boundary survey used to prepare the plan should be provided with the application.	COMPLIES		
											WAIVER		
42	•	•	•	•	•	•	•	•	•	Location and use of all existing structures on the property and within 100 feet of the tract. Property lines of adjacent properties shall be shown.	COMPLIES		
											WAIVER		

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43	•	•	•	•	•	•	•	•	•	Location of all proposed streets, property shown lines, lot line and areas. All lot areas to be shown in acres and square feet. The area within the maximum depth of measurement should be identified if different from the entire area.		COMPLIES							
												WAIVER							
44	•	•	•	•	•	•	•	•	•	Dimensional ties from existing structures to property lines. Ties from proposed structures to property lines for site plans. A minimum of two ties per structure.		COMPLIES							
												WAIVER							
45	•	•	•	•	•	•	•	•	•	Building envelope of each proposed lot as defined by the minimum yard setbacks required by the zoning ordinance.		COMPLIES							
												WAIVER							
46	•	•	•	•	•	•	•	•	•	Schedule of applicable zoning regulations.		COMPLIES							
												WAIVER							
47	•	•	•	•	•	•	•	•	•	Existing wells and septic system on the property and within 100 feet of the property.		COMPLIES							
												WAIVER							
48	•	•	•	•	•	•	•	•	•	Location of any critical environmental areas, wooded areas, stone rows, tree rows, rights of way, structures, isolated tress >4" diameter and stream corridors on the property and within 500 feet of the property.		COMPLIES							
												WAIVER							
49	•	•	•	•	•	•	•	•	•	Show all easements dedications, metes and bound, and purpose of the plan.		COMPLIES							
												WAIVER							
50	•	•	•	•	•	•	•	•	•	Existing contours at 2 feet intervals within the tract and within 200 feet of the tract.		COMPLIES							
												WAIVER							
51	•	•	•	•	•	•	•	•	•	Proposed contours at 2 feet intervals within the tract.		COMPLIES							
												WAIVER							
52	•	•	•	•	•	•	•	•	•	Plans, profiles, and cross sections of all streets, common driveways or private roads, provide a request for inspection by the Borough Engineer.		COMPLIES							
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53	•	•	•	•	•	•	Plans, profiles, of utility layouts (i.e. sanitary sewers, storm sewers, water mains, gas and electric).		COMPLIES			
									WAIVER			
54	•		•	•	•	•	A soil erosion and Sedement Contract Plan in accordance with the Standards for Soil Erosion in New Jersey.		COMPLIES			
									WAIVER			
55		•	•	•	•	•	•	Location, specifications and lighting for all outdoor storage.		COMPLIES		
										WAIVER		
56	•		•	•				A minimum of two (2) soil logs, together with the permeability test results for each proposed lot or use if on-site sewerage disposal system proposed.		COMPLIES		
										WAIVER		
57			•	•	•	•		Residential cluster details including amount (SF and acres) and location of common open space to be provided, location and description of the organization to be established for the ownership and maintenance of any common space.		COMPLIES		
										WAIVER		
58			•	•				Details for the construciton of any on-site improvements (i.e. curb, pavement, fences, sidewalk, lighting, etc.).		COMPLIES		
										WAIVER		
59			•	•		•		A Landscaping Plan		COMPLIES		
										WAIVER		
60			•	•		•		A Lighting Plan		COMPLIES		
										WAIVER		
61			•	•		•		Specific Location and design of traffic control devices, signs and traffic signals.		COMPLIES		
										WAIVER		
62	•		•		•		•	Location and dimensions of all off street loading areas.		COMPLIES		
										WAIVER		
63			•	•		•		Location and treatment of propoed entrances and gates to public rights of way, including use of signals, channelization and all other traffic alterations.		COMPLIES		
										WAIVER		
64			•	•		•	•	Use of existing and proposed buildings by bloor area. Floor area and gound area of exisiting and proposed buildings in square feet.		COMPLIES		
										WAIVER		
65			•	•		•	•	Parking requirement calculations and the location of the parking area. The actual spaces should be designated for existing parking areas. Show dimensions from parking spaces to the property lines, street and structures.		COMPLIES		
										WAIVER		
								Elevations at the corners of all		COMPLIES		

66	•	•	•			proposed buildings, paved areas and property corners, if new buildings or paved areas are proposed.	WAIVER		
67	•	•	•			Location of any solid waste, and recyclable storage facilities.	COMPLIES		

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68	•	•	•				•	Preliminary architectural plans for proposed building or structures, including floor plans and elevators.	COMPLIES						
69	•		•					All certifications and signature lines in accordance with the Map Filing Act.	COMPLIES						
70	•		•					Location and description of all monuments, whether found or to be set in accordance with the Map Filing Act.	COMPLIES						
71	•		•					The tract boundary lines, right of way lines and easement areas shall be defined with accurate dimensions including bearing and distances, curve data including central angle, radius, arc, and accurate dimensions to the actual street intersections.	COMPLIES						
72			•					A certification from the applicant's engineer stating that the final plat conforms to the preliminary plat as submitted and approved.	COMPLIES						
73			•					The entire tract on one sheet at the same scale as the Tax Map sheet it appears on.	COMPLIES						

Application Incomplete pending the Board's determination regarding the following

written waiver requests:

By: _____ Date: _____

Application Incomplete with the following information to be submitted or written waiver
requests provided:

By: _____ Date: _____