

PLANNING AND DEVELOPMENT

33 Attachment 4

APPENDIX D
CITY OF BAYONNE
DEVELOPMENT APPLICATION CHECKLIST

APPLICANT NAME: _____
STREET ADDRESS: _____
BLOCK(s) _____ LOT(s) _____

Type of application (check one):

Variance Submittals _____
(Complete § I, II and III)

Minor Subdivision _____
(Complete § I, II and V)

Minor Site Plan _____
(Complete § I, II and IV)

Preliminary Major Subdivision _____
(Complete § I, II and VI)

Major Site Plan _____
(Complete § I, II and IV)

Final Major Subdivision _____
(Complete § I, II and VIII)

Final Major Site Plan _____
(Complete § I, II and VII)

All development applications to the Planning Board or Zoning Board of Adjustment shall require the following exhibits:

I. ADMINISTRATIVE:

FOUR (4) paper copies and ONE (1) electronic copy of each of the following documents are required (except for W-9 Form – only original required).

Electronic submissions may be in the following formats: PDF, Microsoft Word, JPG or any other electronic format acceptable by the Approving Agency and/or Zoning Officer. The Approving Agency and/or Zoning Officer is permitted to waive the requirement for the submission of any paper copies.

Please specify whether or not documents submitted are not applicable or a waiver is requested*.

- _____ 1. Application Forms
- _____ 2. Order of the Administrative Officer precipitating the application
- _____ 3. Narrative statement of the proposed application
- _____ 4. Drawings, site plans, surveys and design details as required
- _____ 5. Tax Map
- _____ 6. Proof of ownership (Deed). If the applicant does not own the property, written permission of owner is required to file the application
- _____ 7. Certification from the Tax Collector that taxes have been paid
- _____ 8. Copies of any protective covenants, deed restrictions or easements
- _____ 9. Topography data with existing and proposed elevations
- _____ 10. Official Property Owner’s List from the Tax Assessor’s Office
- _____ 11. Schedule with applicable zoning requirements and how each is met and all requested variances and/or design waivers, including Residential Site Improvement Standards

- _____ 12. A corporation or partnership applying to a Planning Board or Board of Adjustment for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes shall list the names and addresses of all stockholders or individuals owning at least 10% of its stock in any class, or at least 10% of the interest in the partnership
- _____ 13. If required, an Environmental Assessment Report in accordance with this Chapter
- _____ 14. Application fee
- _____ 15. Initial escrow deposit in accordance with this Chapter
- _____ 16. Completed W-9 form

II. GENERAL GRAPHIC SUBMITTALS FOR ALL APPLICATIONS: *(Not required for individual applications for detached one- (1) and two- (2) family dwelling unit buildings used and intended to be used solely for residential purposes).*

Map or drawings as follows: *(Please specify whether or not documents have been submitted are not applicable or a waiver is requested*)*

- _____ 1. Map size 12" x 18"; 18" x 24"; or 24" x 36" *(All map submittals to be folded to within 10" x 15" manila envelope)*
- _____ 2. Key Map referencing all streets within 600 feet
- _____ 3. Name and address of applicant with name of proposed development
- _____ 4. Name, address, seal and signature of P.L.S., P.E., P.P., R.A. as permitted by law, who prepared the plan
- _____ 5. Spaces for all applicable signatures. *(Board Chairman, Board Secretary, City Engineer)*
- _____ 6. Date prepared and all revision dates
- _____ 7. Graphic scale and north arrow
- _____ 8. Dimensions and bearing of all existing and proposed property lines with existing and proposed lot sizes
- _____ 9. Dimensions of existing and proposed street rights-of-way with existing and proposed names
- _____ 10. Notation of traffic direction and location of traffic control devices in the vicinity of proposed development
- _____ 11. Location of all subsurface and above-ground utilities including proposed connections
- _____ 12. Location and use of all structures existing, proposed or to be removed
- _____ 13. Method of handling and disposal of all storm water discharges from the site
- _____ 14. General slope, natural drainage and other natural features including existing trees
- _____ 15. Location of existing and proposed parking, loading, curb cuts and driveway
- _____ 16. Photos of property in question

III. VARIANCE AND OTHER APPLICATIONS REQUIRING PUBLIC NOTICE PURSUANT TO §33-4.8 "ONLY": *(Please specify whether or not documents have been submitted are not applicable or a waiver is requested*)*

- _____ 1. Data required under sections I and II above, except that individual lot applications for detached one- (1) and two- (2) family dwelling unit buildings used and intended to be used solely for residential purposes shall be exempt from Section II
- _____ 2. Tax map sheets showing all properties within 200 feet of the proposed development with character and use of all said properties
- _____ 3. List of all individual property owners of property within 200 feet of the development with lot and block numbers *(To be obtained from Tax Assessor)*
- _____ 4. Affidavit of Service

- _____ 5. Post Office receipts where service is made by Certified Mail
- _____ 6. Prior to any hearing on a variance application, proof of publication in accordance with this Chapter shall be submitted to the Board hearing the application

IV. MAJOR AND MINOR SITE PLAN APPLICATIONS ONLY: *(Please specify whether or not documents have been submitted are not applicable or a waiver is requested*)*

- _____ 1. Data required under Sections I and II above
- _____ 2. Footprint of all proposed structures with dimensions, locations and uses
- _____ 3. Depiction of exterior buildings, facades and floor plans with parking dimensions
- _____ 4. Parking facilities within aisle and stall dimensions
- _____ 5. Provisions for handicapped parking and access, where required
- _____ 6. Pavement, curb and apron type and details of same
- _____ 7. Location, height and illumination design of lighting facilities, including isometric curves
- _____ 8. Location, type and height of fencing, walls and screening and refuse storage and handling facilities, inclusive of recycling facilities
- _____ 9. Landscaping plan showing the location, species and size of proposed trees, shrubs, buffers and seeded or ground cover areas, including the plan's extent of tree removal and inventory of materials removed
- _____ 10. Depiction of flood plans, wetlands and any other environmentally sensitive features
- _____ 11. Other applicable details required for unusual or unique developments or containing unique features and/or requirements
- _____ 12. Other details necessary to show conformance with development standards in City Ordinances

V. MINOR SUBDIVISION ONLY: *(Please specify whether or not documents that have been submitted are non-applicable or if a waiver is requested*)*

- _____ 1. Data required under Sections I and II above
- _____ 2. A map of 8.5" x 11" when no development or change of use is proposed
- _____ 3. If subdivision is proposed for property transfer with no other development nor variance from this Chapter, the application requires only submission of a property description and accurate survey

VI. PRELIMINARY MAJOR SUBDIVISION ONLY: *(Please specify whether or not documents that have been submitted are non-applicable or if a waiver is requested*)*

- _____ 1. Data required under Section I and II above
- _____ 2. Location of all existing and proposed street rights-of-way, including centerline profiles, cross sections, pavement types, curbs, driveways and sidewalks
- _____ 3. Location of all existing and proposed utilities in plan, profile and cross sections including details and locations of connections
- _____ 4. Depiction of required building envelope with front, rear and side yards
- _____ 5. Existing and proposed off-street parking including number of spaces and dimensions
- _____ 6. Landscaping plan showing the location, species and size of proposed trees, shrubs, buffers and seeded or ground-cover areas, including the plan's extent of tree removal and inventory of materials removed
- _____ 7. Location of existing and proposed buildings and structure
- _____ 8. Depiction of flood plans, wetlands and any other environmentally sensitive features

- _____ 9. Supporting documentation of subdivision of design including access easements, conservation easements, rights-of-way dedication, when required
- _____ 10. Contours; existing and proposed with drainage flow and direction for entire site. They shall also include adjoining properties when affected by proposed development.
- _____ 11. Tax Map sheet showing all properties within 200 feet of proposed major subdivision
- _____ 12. List of all individual property owners within 200 feet of proposed major subdivision
- _____ 13. Proof of publication and affidavit of service
- _____ 14. Other applicable details required for unusual or unique developments or containing unique features and/or requirements
- _____ 15. Other details necessary to show conformance with development standards in City Ordinances

VII. **FINAL MAJOR SITE PLAN APPLICATIONS ONLY:** *(Please specify whether or not documents that have been submitted are non-applicable or if a waiver is requested*)*

- _____ 1. Data required under Section I and II above
- _____ 2. A plan conforming to any and all conditions of preliminary approval

VIII. **FINAL MAJOR SUBDIVISION APPLICATIONS ONLY:** *(Please specify whether or not documents that have been submitted are non-applicable or if a waiver is requested*)*

- _____ 1. Data required under Section I and II above
- _____ 2. Plat or plan drawn and sealed by a P.E., L.S., P.P. or R.A. as permitted by law and based on a current survey
- _____ 3. Scale: 1" = 30' or as approved by Board Engineer
- _____ 4. Current survey upon which plat is based
- _____ 5. Map size: 8.5" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"
- _____ 6. Key map
- _____ 7. Title block and basic information:
 - a. Title
 - b. Date of original preparation and date(s) of revision
 - c. North arrow and reference meridian
 - d. Ratio scale and graphic scale
 - e. Tax map block, lot numbers and zone
 - f. Name, address and license number of person preparing plat or plan
 - g. Name and address of owner of record and applicant, if different from the owner
- _____ 8. Tract boundary lines, rights-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines and other site lines, with accurate dimensions, bearings or reflection angles, radii arcs and central angles of all curves or as required by the Map Filing Act
- _____ 9. The purpose of any easement or land reserved or dedicated to public use such as, but not limited to, sight triangles
- _____ 10. The front, side and rear building setback lines
- _____ 11. Improvement plans in accordance with the City standards for roads and utilities
- _____ 12. Statement that final plat is consistent with preliminary plat plan and, if not, how and why
- _____ 13. All additional information, changes or modifications required by the Board at the time of preliminary approval
- _____ 14. A statement from the City Engineer that all improvements required by the Board for preliminary approval have been installed in compliance with all applicable laws

- _____ 15. If improvements have been installed, then a statement from the City Clerk shall accompany the application for final approval stating that:
 - a. A recordable developer's agreement with the City has been executed
 - b. A satisfactory performance guarantee has been posted
 - c. The City has received all escrow and inspection fees
- _____ 16. Proof that all taxes and assessments for local improvements on the property have been paid
- _____ 17. If the required improvements have been installed, the application for final approval shall be accompanied by a statement from the City Clerk that a satisfactory maintenance bond has been posted.