33 Attachment 4

APPENDIX D
CITY OF BAYONNE
DEVELOPMENT APPLICATION CHECKLIST

APPLICANT NAME: Block 452.02, Lot 5.01, LLC
STREET ADDRESS: New Hook Road & E. 22nd Street
BLOCK(s) 452.02 LOT(s) 5.01

Type of application (check one):

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

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

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

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

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

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

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

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*.

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

X 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

X 13. If required, an Environmental Assessment Report in accordance with this Chapter

X 14. Application fee

X 15. Initial escrow deposit in accordance with this Chapter

X 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*)*

x 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)*

x 2. Key Map referencing all streets within 600 feet

x 3. Name and address of applicant with name of proposed development

x 4. Name, address, seal and signature of P.L.S., P.E., P.P., R.A. as permitted by law, who prepared the plan

x 5. Spaces for all applicable signatures. *(Board Chairman, Board Secretary, City Engineer)*

x 6. Date prepared and all revision dates

x 7. Graphic scale and north arrow

x 8. Dimensions and bearing of all existing and proposed property lines with existing and proposed lot sizes

x 9. Dimensions of existing and proposed street rights-of-way with existing and proposed names

x 10. Notation of traffic direction and location of traffic control devices in the vicinity of proposed development

x 11. Location of all subsurface and above-ground utilities including proposed connections

x 12. Location and use of all structures existing, proposed or to be removed

x 13. Method of handling and disposal of all storm water discharges from the site

x 14. General slope, natural drainage and other natural features including existing trees

x 15. Location of existing and proposed parking, loading, curb cuts and driveway

x 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*)*

x 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

x 2. Tax map sheets showing all properties within 200 feet of the proposed development with character and use of all said properties

x 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)*

x 4. Affidavit of Service

x 5. Post Office receipts where service is made by Certified Mail
x 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**)

x 1. Data required under Sections I and II above
N/A 2. Footprint of all proposed structures with dimensions, locations and uses N/A - NO PROPOSED STRUCTURES
N/A 3. Depiction of exterior buildings, facades and floor plans with parking dimensions N/A - NO PROPOSED STRUCTURES
x 4. Parking facilities within aisle and stall dimensions
x 5. Provisions for handicapped parking and access, where required
x 6. Pavement, curb and apron type and details of same
x 7. Location, height and illumination design of lighting facilities, including isometric curves
x 8. Location, type and height of fencing, walls and screening and refuse storage and handling facilities, inclusive of recycling facilities
x 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
x 10. Depiction of flood plans, wetlands and any other environmentally sensitive features
x 11. Other applicable details required for unusual or unique developments or containing unique features and/or requirements
x 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

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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*)*

X 1. Data required under Section I and II above
N/A 2. A plan conforming to any and all conditions of preliminary approval N/A - APPLICANT SEEKING PRELIMINARY / FINAL 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 incompliance 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.