

PLANNING & ZONING CHECKLIST

	X	Items	Date Received
1a		Planning Board - (4) Four completed copies of the application form and one (1) application in electronic format	
1b		Zoning Board - (13) Thirteen completed copies of the application form and one (1) application in electronic format	
2		Name/Address of Applicant	
3		Name/Address of Owner/Attorney/Engineer/Architect	
4		Fed ID of Applicant	
5		If Corp. of Partnership, list of those holding more than 10%	
6		Number of witnesses and their expertise	
7		Statement as to any requirements for which waiver is sought	
8		Type of Application	
9		Description of Premises	
10		Zoning Requirements/Existing Zoning/Proposed Zoning	
11		Sewer/Water/Board of Health Resolution	
12		Review of Zoning Official	
13		Denial of Permit	
14		Proof of Taxes & Sewer Bill Payment	
15		Signature(s) of Applicant(s)	
16		Signature(s) of Owner(s)	
17		(13) Thirteen hard copies of subdivision plats or site plans and one (1) subdivision plat or site plan in electronic format	
18		The Thirteen (13) hard copies of the plat plan, site plan, building or subdivision plan (25 X 36 inches folded engineer style) shall be submitted in blue or black on white paper prints.	
19		2 copies of Morris County Planning Board Application	
20		2 sets of plans, maps for Morris Country Planning Board	
21		Morris County Planning Board fee, if applicable	
22		Application Fee	
23		Escrow fee	
24		List of Adjoining property owners	
25		Copy of Tax Map	
26		Bank signature card or W-9 form	

Checklist "A" General Requirements

Planning Board - (4 completed copies of appropriate application form(s)).

Zoning Board - (13 completed copies of appropriate application form(s)).

Certificate of Taxes paid

Receipt indicating fees paid

If Planning Board, 4 copies of plot plan, site plan, building or subdivision plan (24" x 36" folded engineering style).

If Zoning Board, 13 copies of plot plan, site plan, building or subdivision plan (24" x 36" folded engineering style).

Affidavit of owner/applicant

One copy of the following:

a. Letter of interpretation from NJDEP (indicating the absence of freshwater wetlands, or indicating presence and verifying delineation of boundaries of freshwater wetlands, or

b. Letter of exemption from NJDEP certifying that proposed activity is exempt from Freshwater Wetlands Protection Act and regulations promulgated there under, or

c. Copy of any application made to NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands.

NOTE : The Planning Board may waive the above requirements where it can be established by applicant and verified by the board and its professionals that no wetlands exist on site or on contiguous property owned by applicant

If a corporation or partnership, list names/addresses of all stockholders or individual partners owning at least 10% of stock of any class as required by N.J.S. 40:55D-48.1 et. seq.

Number of witnesses and their expertise, if any.

Statement as to any requirements for which waiver is sought, together with a statement of reasons why waivers should be granted.