



## PLANNING AND ZONING BOARD OF ADJUSTMENT APPLICATION CHECKLIST

- (1.) Development Application.....5 pages
- (2.) Application for 200' list.....1 page file w/Code Enforcement with \$10.00 fee
- (3.) Addendum to 200' list.....1 page
- (4.) Fee Schedule.....3 pages = application fee + escrow
- (5.) Contribution Disclosure Statement.....1 page
- (6.) Certification of Taxes, Water & Sewer.....1 page
- (7.) Escrow Agreement.....1 page
- (8.) Sample Notice.....1 page
- (9.) Variance Checklist for Bulk Variances.....1 page
- (10.) Preliminary Site Plan Checklist.....5 pages
- (11.) Final Site Plan Checklist.....5 pages

**PLEASE SUBMIT *TEN (10) COMPLETE PACKETS* FOR THE INITIAL REVIEW.**

**ONE (1) SET OF PLANS TO BE MAILED TO:**

**MOSQUITO COMMISSION  
200 PARSONAGE ROAD, EDISON, NJ 08837-2118**

**YOU WILL BE NOTIFIED WHEN THE APPLICATION IS DEEMED COMPLETE  
AT THAT TIME AN ADDITIONAL *TWENTY (20) COMPLETE SETS*  
WILL NEED TO BE SUBMITTED.**

**ALL CHECKLISTS MUST MEET THE REQUIREMENTS  
FOR ORDINANCE NO. 230-71, 230-72 AND 230-73.**

Please contact Jennifer Santiago 732-819-3782 or [jsantiago@hpboro.com](mailto:jsantiago@hpboro.com) with any questions.

# BOROUGH OF HIGHLAND PARK DEVELOPMENT APPLICATION

\_\_\_\_\_ Zoning Board

\_\_\_\_\_ Planning Board

Date Received by Borough \_\_\_\_\_, 20\_\_\_\_

Application no. assigned by the Borough \_\_\_\_\_

**A.** Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**B.** Applicant(s) (if different from Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone No.: \_\_\_\_\_

Applicant is: \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ LLC \_\_\_\_\_ Non-Profit

**C.** Property Description:

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Size of Lot: \_\_\_\_\_ sq. ft.

Size of Building: \_\_\_\_\_ sq. ft.

Lot Coverage (structure): \_\_\_\_\_ sq. ft.

Lot Coverage (ALL impervious coverage): \_\_\_\_\_ sq. ft.

Present Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D.** Previous Action by: \_\_\_\_\_ Planning Bd. \_\_\_\_\_ Zoning Bd. \_\_\_\_\_ None

If so Date: \_\_\_\_\_ Application #: \_\_\_\_\_

This Application is hereby made for the following (check **ALL** Appropriate Boxes)

1. **SITE PLAN APPROVAL**

\_\_\_\_ Sketch Plat

\_\_\_\_ Minor    \_\_\_\_ Major    \_\_\_\_ Preliminary    \_\_\_\_ Final

\_\_\_\_ Addition of Parking Spaces    \_\_\_\_ Revision to an Approved Site Plan

2. **SUBDIVISION APPROVAL**

\_\_\_\_ Sketch Plat    \_\_\_\_ Minor    \_\_\_\_ Major

\_\_\_\_ Preliminary    \_\_\_\_ Final    \_\_\_\_ Revision to an approved subdivision

3. **REQUEST FOR VARIANCE**

\_\_\_\_ Appeal from Administrative Officer    \_\_\_\_ “C” Variance(s)

\_\_\_\_ “D” Variance    \_\_\_\_ Conditional Use Variance

**FOR ALL VARIANCE REQUESTS**

Variance Requested: \_\_\_\_\_ Ordinance Requirement: \_\_\_\_\_ Proposal: \_\_\_\_\_

Variance Requested: \_\_\_\_\_ Ordinance Requirement: \_\_\_\_\_ Proposal: \_\_\_\_\_

Variance Requested: \_\_\_\_\_ Ordinance Requirement: \_\_\_\_\_ Proposal: \_\_\_\_\_

E. **EXPERT’S INFORMATION**

**Attorney Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Engineer Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Architect Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Planner Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Other Experts Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

F. A **COMPLETE** Application consists of (INITIAL):

- a. Ten (10) copies of the Application
- b. Ten (10) copies of all check lists
- c. Ten (10) copies of all Plans
- d. Application Fees
- e. Zoning Permit Application Denial
- f. Proof Taxes and Assessments are Paid
- g. Campaign Disclosure Statement
- h. Escrow Agreement

G. The following is **REQUIRED** to be received NOT later than **20 days** prior to hearing date:

- a. Twenty (20) Copies of Application
- b. Twenty (20) Copies of ALL check lists
- c. Twenty (20) Copies of all Plans
- d. Certified 200' property owners list including registered utilities, County, State, etc.
- e. Copy of the Notice to Property Owners within 200'
- f. Copy of the Affidavit of Public from Newspaper

H. The following is required to be received not later than 10 days prior to the hearing:

- a. IF Plans have been updated since initial submission (24) copies of ALL Updated Plans

I. The following are **REQUIRED** to be received 5 days prior to the hearing:

- a. Proof of Service Notice – Affidavit of Publication
- b. Affidavit of Publication

J. To be completed if the application and/or owner is not an individual:

Names and addresses of all persons holding a ten 10% percent or greater interest in the applicant:

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I hereby certify that all of the foregoing statements and the information contained in the papers submitted herewith are true to the best of my knowledge.

K. Verification and Authorization

a. **Applicant's Verification**

I hereby certify that all the statements contained in this application and in all documents and plans submitted herewith are true to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

b. **Owner's Authorization** (if owner is not the applicant)

I/We are aware of and consent to the filling of this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date



# APPLICATION FOR 200' LIST

FEE: \$10.00

Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Amount: \_\_\_\_\_ Check \_\_\_\_\_ Cash: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

If different from the above address

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Applicant's Telephone No.: \_\_\_\_\_

Applicant's E-mail Address: \_\_\_\_\_

**PLEASE SUBMIT THIS APPLICATION TO THE CODE ENFORCEMENT DEPARTMENT**

Date Provided: \_\_\_\_\_ Provided Via: regular mail/email (circle one)



**The BOROUGH of HIGHLAND PARK  
 COUNTY OF MIDDLESEX  
 STATE OF NEW JERSEY  
 221 SOUTH 5<sup>th</sup> AVENUE  
 HIGHLAND PARK NJ 08904  
 TEL: 732-571-3400 FAX: 732-777-6006**

**ADDENDUM TO 200' PROPERTY OWNER LIST**

**Borough of Highland Park Ordinance No. 1304**

1. Sect. 17-3.7 (a) Notice of hearing on application for approval of a subdivision or a site plan requiring public notice shall be given by personal service or certified mail to the corporate secretary of all public utilities and the general manager of all cable television companies that own land or any facility or that possess right of way easement within 200' in all directions of the property which is the subject of such hearing.

**Pursuant to Chapter 245 P.L. 1991**

- Amendments to Municipal Land Use Law Notice to Public Utilities and Cable Television Companies 3/20/92.

“Effective January 17, 1992, only those public utilities and cable television companies which have registered with the Municipal Clerk need to be notified of land development applications.”

**THE FOLLOWING UTILITIES MUST BE NOTICED FOR ALL APPLICATIONS:**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Donald Rish, Superintendent<br/>Borough of Highland Park<br/>221 South 5<sup>th</sup> Avenue<br/>Highland Park NJ 08904</li> <li>2. Middlesex Water Company<br/>1500 Ronson Road<br/>PO Box 1500<br/>Iselin, NJ 08830</li> <li>3. Public Service Electric and Gas Company<br/>Manager-Corporate Properties<br/>80 Park Plaza T6B<br/>Newark, NJ 07102</li> <li>4. Bell Atlantic – NJ<br/>PO Box 4833<br/>Trenton, NJ 08650-4833</li> <li>5. Middlesex County Utilities Authority<br/>39 Edgeboro Road<br/>East Brunswick, NJ 08816</li> </ol> | <ol style="list-style-type: none"> <li>6. Cablevision of Raritan Valley<br/>275 Centennial Avenue<br/>CN 6805<br/>Piscataway, NJ 08855-6805<br/>Attn: Margurita Prenderville</li> </ol> |
|---|---|

**IF YOUR PROPERTY ABUTS A COUNTY OR STATE ROAD YOU MUST NOTIFY THE FOLLOWING**

**County Roads:** River Road  
Cedar Lane  
Woodbridge Ave

**Notify:** Middlesex Cty Bd. of Chosen Freeholders  
1 JFK Square  
New Brunswick, NJ 08903

**State Roads:** Raritan Avenue  
Route 27

**Notify:** State of New Jersey  
Department of Transportation  
1035 Parkway Avenue  
Trenton, NJ 08625

## Chapter 230-54. Schedule of Fees

### Schedule A

|   | Application Fee  | + | Preliminary Escrow Account Deposit   |
|---|--|---|--|
| <b>Subdivisions</b>   |  |   |  |
| Minor subdivision plat  | \$250  |   | \$500 per lot (\$1,000 minimum)  |
| Preliminary major   | \$500  |   | \$500 per lot  |
| Final major   | \$250  |   | \$250 per lot  |
| Informal concept Subdivision Plat/Technical Review Committee              | \$150  |   | \$1,000 if professional review is required   |
|   | (to be credited toward application fee for minor/major)    |   |  |
| Amended or revised minor, preliminary major and/or final subdivision      | \$150  |   | 1/2 of the amount originally calculated  |
| <b>Site Plans</b>   |  |   |  |
| Minor site plan   | \$300  |   | \$2,000  |
| Preliminary major site plan   | \$500  |   | \$500/acre or part thereof, plus \$60/dwelling unit in the case of residential units and/or \$0.50/gross square foot of building area in the case of nonresidential building; a maximum \$15,000 initial deposit |
| Final major site plan   | \$250  |   | \$250/acre or part thereof, plus \$30/dwelling unit in the case of residential units and/or \$0.25/gross square foot of building area in the case of nonresidential building; a maximum \$7,500 initial deposit  |
| Informal concept Minor Site Plan/Technical Review Committee               | \$150  |   | \$1,000 if professional review is required   |
|   | (to be credited toward application fee for minor approval) |   |  |
| Informal concept Major Site Plan/Technical Review Committee               | \$150  |   | \$2,000 if professional review is required   |
|   | (to be credited toward application fee for major approval) |   |  |
| Amended or revised minor, preliminary major and/or final site plan        | \$150  |   | 1/2 of the amount originally calculated  |
| Conditional uses (not including required site plan or subdivision review) | \$150  |   | \$1,000  |
| <b>Variances</b>  |  |   |  |
| Appeals (N.J.S.A. 40:55D-70a)   | \$250  |   | \$1,000  |
| Interpretation (N.J.S.A. 40:55D-70b)                                      | \$250  |   | \$1,000  |
| Bulk (N.J.S.A. 40:55D-70c)  | \$150, first variance;<br>\$50, each additional            |   | \$500, first variance;<br>\$300, each additional variance  |

Please contact Jennifer Santiago 732-819-3782 or [jsantiago@hpboro.com](mailto:jsantiago@hpboro.com) with any questions.



## Schedule A

|  | <b>Application Fee</b>                              | + | <b>Preliminary Escrow Account Deposit</b> |
|--|---|---|---|
|  | variance  |   |   |
| Use and others (N.J.S.A. 40:55D-70d)                                   | \$250   |   | \$2,500                                   |
| Permit (N.J.S.A. 40:55D-34 and 35)                                     | \$150   |   | \$1,000                                   |
| Signs  | \$75/each   |   | \$300 each                                |
| Approval time extensions   | \$150   |   | \$500                                     |
| Request for waiver of site plan  | \$150   |   | \$500                                     |
| Zone change requests   | \$250   |   | \$2,000                                   |
| Master plan change requests  | \$500   |   | \$5,000                                   |
| Modifications to approved plan or resolution                           | \$250   |   | \$1,000                                   |
| Requested special meeting of Planning or Zoning Board                  | \$2,500   |   |   |
| Zoning permit fee  | \$75, residential<br>\$125,<br>nonresidential       |   |   |
| Permit/application for structural retaining walls                      | \$250   |   | \$500                                     |
| Permit/application for disturbance of steep slopes or stream corridors | \$250   |   | \$500                                     |
| Certified list of property owners                                      | \$0.25/name or \$10,<br>whichever is greater        |   |   |
| Copy of minutes, resolutions or decisions                              | See Borough Fee<br>Schedule                         |   |   |
| Transcription of meeting proceedings                                   | At cost, in<br>accordance with<br>N.J.S.A. 2A:11-15 |   |   |
| Subdivision approval certificate                                       | \$50/certificate                                    |   |   |
| Certificate of nonconformity (N.J.S.A. 40:55D-68)                      | \$50/certificate                                    |   |   |
| Copy of land use ordinance   | \$50  |   |   |
| Copy of tape of meeting  | \$200 + \$15/tape                                   |   |   |
| Video or CD of meeting   | \$50  |   |   |

**CONTRIBUTION DISCLOSURE STATEMENT  
BOROUGH OF HIGHLAND PARK PLANNING/ZONING BOARD**

Applicant/Owner: \_\_\_\_\_

**OR**

Developer/Developer's Associates: \_\_\_\_\_

**OR**

Professional Experts: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Block: \_\_\_\_\_, Lot: \_\_\_\_\_

In accordance with Borough of Highland Park Ordinance No. 1557, the entity or individual signing below hereby discloses the following contributions made to or on behalf of any candidate, candidate committee, joint candidates committee, political committee or political party committee of, or pertaining to, this municipality, made up to one year prior to filing the variance application and/or during the pendency of the application process, and required to be reported law.

| AMOUNT OF CONTRIBUTION | DATE OF CONTRIBUTION | RECIPIENT OF CONTRIBUTION |
|------------------------|----------------------|---------------------------|
|                        |                      |                           |
|                        |                      |                           |
|                        |                      |                           |
|                        |                      |                           |
|                        |                      |                           |
|                        |                      |                           |
|                        |                      |                           |

Date of Filing Application: \_\_\_\_\_ Date of Last Municipal Election: \_\_\_\_\_

Date of One (1) Year Prior to Election Above: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



*The* **BOROUGH of HIGHLAND PARK**  
**COUNTY OF MIDDLESEX**  
**STATE OF NEW JERSEY**  
**221 SOUTH 5<sup>th</sup> AVENUE**  
**HIGHLAND PARK NJ 08904**  
**TEL: 732-571-3400    FAX: 732-777-6006**

**CERTIFICATION OF TAXES, ASSESSMENTS, WATER & SEWER PAYMENTS**

**H.P. Ordinance 997**

Date: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Verification Requested by:

Building Inspector \_\_\_\_\_  
Borough Clerk \_\_\_\_\_  
Planning Board \_\_\_\_\_  
Zoning Board \_\_\_\_\_

Tax Department Verification No. \_\_\_\_\_ (for Tax Dept. Use ONLY)

This is to certify that the taxes and/or assessments on the above property are paid \_\_\_\_\_ and therefore are current

Are NOT paid \_\_\_\_\_

Are NOT Current: \_\_\_\_\_

As of this date: \_\_\_\_\_

Signature: \_\_\_\_\_

**WATER AND SEWER SUPERINTENDENT**

Permit or License No. \_\_\_\_\_ (to be completed by Issuing Agency)

Date: \_\_\_\_\_



*The* **BOROUGH of HIGHLAND PARK**  
**COUNTY OF MIDDLESEX**  
**STATE OF NEW JERSEY**  
**221 SOUTH 5<sup>th</sup> AVENUE**  
**HIGHLAND PARK NJ 08904**  
**TEL: 732-571-3400    FAX: 732-777-6006**

**BOROUGH OF HIGHLAND PARK**  
**LAND DEVELOPMENT APPLICATION ESCROW AGREEMENT**

Pursuant to N.J.S.A. 40:55D-53.2 et seq., the undersigned has deposited with the Borough of Highland Park a payment for professional services associated with the processing and review of the land development application. An accounting of the expenditure of said escrow fund shall be furnished in accordance with law. If said initial deposit proves to be insufficient, the undersigned agrees to make additional deposits to the undersigned's escrow account.

Date: \_\_\_\_\_

\_\_\_\_\_  
Land Development Applicant

Initial Escrow Deposit: \$ \_\_\_\_\_

**SAMPLE NOTICE**

- Sample Notice serviced on property owners within 200'
- Sample Notice to be published in the Home News Tribune no less than 10 days prior to the scheduled hearing. For publication instructions please call 1-888-516-9220.

**The Borough of Highland Park**

**PLEASE TAKE NOTICE** that \_\_\_\_\_ has filed an application for development with the \_\_\_\_\_ Board of the Borough of Highland Park regarding premises located at \_\_\_\_\_, Highland Park, New Jersey 08904, and designated as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ on the Borough tax maps.

Specifically, the applicant has applied for the following: \_\_\_\_\_

\_\_\_\_\_

And for the following variances: \_\_\_\_\_

\_\_\_\_\_

Together with any variances and waivers which may be necessary or desirable.

A public hearing on this matter has been set for \_\_\_\_\_, 20\_\_ @ 7:30 p.m. at Borough Hall, 221 South 5<sup>th</sup> Avenue, Highland Park, NJ 08904 or on such date, time and place to which the matter may be adjourned or carried. When the case is called, you may appear either in person or by attorney and present any objections which you may have to the granting of the relief sought by the applicant.

Maps and documents in connection with the application for which approval is sought are available for inspection in the Office of the Borough Clerk in Borough Hall on Mondays through Fridays 8:00 a.m. to 4:00 p.m. Any interested party may appear at the aforesaid hearing, either in person or by attorney and be given an opportunity to be heard with respect to the aforesaid application.

\_\_\_\_\_  
Applicant or Attorney's Signature

**BOROUGH OF HIGHLAND PARK  
DEVELOPMENT APPLICATION CHECKLIST  
VARIANCE – RESIDENTIAL**

Date: \_\_\_\_\_

Application # (assigned by the Borough): \_\_\_\_\_

**Checklist:** The following list contains those items required to be included in the plans. Applications lacking any of this information may be classified as INCOMPLETE and will not be heard by the appropriate Board until this information is provided. Applicants should place a CHECK mark next to each item which in his opinion is contained within the plans.

**Required Details**

- \_\_\_\_\_ 1. The location of all existing watercourses, wooded areas, easements, rights-of-ways, streets, roads, highways, freeways, railroads, canals, rivers, buildings, structures or any other physical features directly on the property if such feature has an effect upon the use of said property.
- \_\_\_\_\_ 2. The location, use and ground area of each proposed building, structure or any other land use.
- \_\_\_\_\_ 3. The location and widths of proposed streets, highways or freeways servicing the area.
- \_\_\_\_\_ 4. The location, size and capacity of off-street parking area.
- \_\_\_\_\_ 5. The location and identification of proposed open spaces, parks or other recreational areas.
- \_\_\_\_\_ 6. The general location of landscaping and other forestry features, including preliminary grading analysis of drainage management.
- \_\_\_\_\_ 7. The location and design of buffer areas and screening devices.
- \_\_\_\_\_ 8. The location of sidewalks, walkways and all other areas proposed to be devoted to pedestrian use.
- \_\_\_\_\_ 9. Provisions for water supply, sewage disposal and storm water drainage.
- \_\_\_\_\_ 10. Preliminary architectural plans for the proposed buildings or structures, indicating typical floor plans, elevations, height and general design of architectural theme.
- \_\_\_\_\_ 11. Front rear and side yard setbacks with measurements.
- \_\_\_\_\_ 13. Contribution Disclosure Statement. HP ord. No. 1557
- \_\_\_\_\_ 14. Land Development Escrow Agreement N.J.S.A. 40:55D-53.2 et seq.

Since every variance application involves a unique request for relief, it may be necessary to include additional information on the plan which is relevant to your application.

\_\_\_\_\_  
Signature of person who prepared checklist

\_\_\_\_\_  
Date

**PRELIMINARY SITE PLAN  
CHECKLIST**

Application # \_\_\_\_\_

Date: \_\_\_\_\_

Borough of Highland Park  
221 South Fifth Ave.  
Highland Park, NJ 08904  
Middlesex County

**PRELIMINARY SITE PLAN**

The following list contains those items required to be included in the plans submitted for a PRELIMINARY SITE PLAN. Applications lacking any of this information may be classified as INCOMPLETE and will not be heard by the appropriate Board until this information is provided. Applicants should place a Check next to each item which in his/her opinion is contained within the plans.

**REQUIRED DETAILS:**

- \_\_\_\_\_ 1. Each submission shall be drawn at a scale of one (1) inch equals one hundred (100) feet for a tract of up to one hundred fifty (150) acres and one (1) inch equals two hundred (200) feet for a tract of one hundred fifty (150) acres or more. All plans submitted shall be on one of three of the following standards sheet sizes: Eight and one-half by thirteen (8 ½ by 13) inches. Fifteen by twenty-one (15 by 21) inches or twenty-four by thirty-six (24 by 36) inches. If one (1) sheet is not sufficient to contain the entire tract, it may be shown on separate sheets of equal sizes with reference on each sheet to the adjoining sheets.
- \_\_\_\_\_ 2. A KEY MAP, at a scale of not less than one (1) inch equals eight hundred (800) feet, showing the location of the subject property in relation to significant facilities such as schools, parks, major streets, zoning boundaries, major shopping or employment centers within two thousand (2,000) feet of any part of the property.
- \_\_\_\_\_ 3. TITLE BLOCK:
  - a. Name of the development, municipality and county.
  - b. Date of original preparation of the plan and of each subsequent revision thereof.
  - c. Name, address, signature, title, license number and embossed seat of the person who prepared the plan.
  - d. If the plans are prepared by a licensed professional (engineer, land surveyor, architect, planner, et cetera), title blocks shall also be in conformance with the rules and regulations of their respective State Boards.
- \_\_\_\_\_ 4. Names, addresses and signatures of the owner(s) and applicant(s) of record.
- \_\_\_\_\_ 5. The zone district, tax map, section and lot number of the site to be developed as well as that for all contiguous land and of the property directly across the street.
- \_\_\_\_\_ 6. The names and addresses of all property owners within two hundred (200) feet of the site.
- \_\_\_\_\_ 7. A graphic and numerical scale.

- \_\_\_\_\_ 8. North arrow.
- \_\_\_\_\_ 9. The Subdivision or development boundary lines (heavy solid line) and the location of that portion which is to be subdivided or developed in relation to the entire tract.
- \_\_\_\_\_ 10. The property lines of the land to be subdivided or developed, the location and right-of-way widths of all streets and roads within four hundred (400) feet of the property and the distance to the nearest intersection.
- \_\_\_\_\_ 11. The location of all existing and proposed property lines, location and outside dimensions of buildings and structures (with an indication as to whether they will be removed or retained), bridges, culverts, structures (with an indication as to whether they will be removed or retained), bridges, culverts, drainpipes, driveways, parking or loading areas, rights-of way and all easements on and within one hundred fifty (150) feet of the property.
- \_\_\_\_\_ 12. The location of all existing significant natural features on and within one hundred fifty (150) feet of the property, including streams, watercourses, ponds, drainage ditches, rock outcrops, wooded areas, wetlands, et cetera.
- \_\_\_\_\_ 13. The location of existing on-site tree masses and specie identification of all existing trees greater than 3" inches in caliper measured from four (4) feet above ground level.
- \_\_\_\_\_ 14. The full plan of development, including street and alley lines and widths, and areas dedicated to or reserved for public purposes.
- \_\_\_\_\_ 15. Widths of easements or rights –of way, if any, for public services and utilities with notations of any limitation on such easements or rights-of-way.
- \_\_\_\_\_ 16. Widths of easements or rights-of- way, if any, for public services and utilities with notations of any limitation on such easements or rights-of-way.
- \_\_\_\_\_ 17. Dimensions of sight triangles, tangents, radii, arcs and chords and central angles for all center-line curves on streets and at all street corners.
- \_\_\_\_\_ 18. All bearings and boundary line dimensions and areas to the nearest one-tenth (1/10) of an acre for the entire tract and each lot proposed, including lands remaining, and for any area proposed to be dedicated to or reserved for a public purpose.
- \_\_\_\_\_ 19. Delineation of the five-hundred year floodplain and the National Flood Insurance Program floodway and flood hazard areas.
- \_\_\_\_\_ 20. All setbacks (front yard, side yard, rear yard) of existing and/or proposed principal buildings and all necessary structures.
- \_\_\_\_\_ 21. If the proposed lot(s) is (are) not serviced by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the soil log(s) and percolation test holes, test results and compliance with the Individual Sewage Disposal Code of New Jersey shall be shown on the plat and certified by a licensed professional engineer. This shall be shown for each lot proposed, including lands remaining.



- \_\_\_\_\_22. Contours at contour intervals of five (5) feet or less for a site with an average slope of ten percent (10%) or greater, or at contour intervals of two (2) feet or less for land at a lesser average slope. However, contours need not be shown for subdivisions with a gross area of less than three (3) areas and involving no new streets or roads unless specifically requested by The Borough of Highland Park.
- \_\_\_\_\_23. Proposed center-line profiles for all new streets or roads shown on the plat.
- \_\_\_\_\_24. A copy of any protective covenants or deed restrictions applying to the land being subdivided.
- \_\_\_\_\_25. Plans and profiles of all proposed grading, paving, roads, sidewalks, curbs, storm and sanitary sewers and appurtenances, water mains, gas mains, bridges and connections to existing or proposed utilities, all of which shall meet the requirements of the Borough Engineer. The plans shall be drawn at a scale of not more than fifty (50) feet to the inch.
- \_\_\_\_\_26. A plan and calculations for surface drainage of the land proposed to be developed, including design and details of the existing and proposed storm water management system, showing the location and elevations of inlets, pipes, swales, berms, low flow channels, outlets and all other storm drainage facilities.
- \_\_\_\_\_27. Invert and rim elevations, showing the location, size and grade of all pipes for the transportation and/or treatment of on-site and off-site disposal of wastewater with location and details concerning the existing and proposed sanitary sewage disposal system.
- \_\_\_\_\_28. The design and details of any retaining walls, manholes and headwalls.
- \_\_\_\_\_29. All details of the on-site and supplying water supply system.
- \_\_\_\_\_30. Location of all existing and proposed utility lines, above and below ground, within and immediately adjacent to the subject site
- \_\_\_\_\_31. The location and width of existing and proposed traffic circulation elements on and adjoining the site, such as streets, entrances and exits, acceleration or deceleration lanes, channelization, et cetera, with type of pavement and specification noted.
- \_\_\_\_\_32. Location of all off-street parking and loading areas showing the number and dimensions of the parking spaces and loading areas and showing traffic aisles and patterns and curbing with radii and specifications noted for curbs and pavement.
- \_\_\_\_\_33. The existing and proposed spot elevations based on the United States Coastal geodetic datum at all building corners, all flood levels, center lines of abutting roads, top and bottom curbs, property corners and other locations as designated during review. . Location of all existing and proposed utility lines, above and below ground, within and immediately adjacent to the subject site
- \_\_\_\_\_34. Provision for solid waste storage and disposal.
- \_\_\_\_\_35. A landscaping and buffering plan showing what will be removed and be planted, including an itemized list of all species of plants and trees to be installed, noting size, approximate time of planting, method of planting (bare rooted, ball and burlap, et cetera) and maintenance plans, seeding schedule, slope stabilization, proposed soil erosion and sedimentation controls.

- \_\_\_\_ 36. Lighting details indicating location, type and height of light standards, radius of light, type of light and intensity in footcandles. (On Separate Plan Sheet).
- \_\_\_\_ 37. Location, size and material of existing and proposed signs.
- \_\_\_\_ 38. An elevation draws or rendering, sealed by a licensed architect or engineer, showing for each building or typical building the front, side and rear façade, with dimensions and type and color of material to be used. The drawing shall also contain a signature block:

I CONSET TO THE FILING OF THIS PLAN (OR PLAT) WITH THE PLANNING BOARD/ZONING BOARD OF ADJUSTMENT (indicate appropriate Board) of the Borough of Highland Park.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

I HEREBY CERTIFY THAT I HAVE PREPARED THIS PLAN (OR PLAT) AND THAT ALL DIMENSIONS AND INFORMATION ARE CORRECT.

\_\_\_\_\_  
Name, title and License No.

I HAVE REVIEWD THIS PLAN (OR PLAT) AND CERTIFY THAT IT MEETS ALL CODES AND ORDINANCES UNDER MY JURISDICTION

\_\_\_\_\_  
BOROUGH ENGINEER

\_\_\_\_\_  
Date

- \_\_\_\_ 39. Preliminary floor plans sealed by a licensed architect or engineer.
- \_\_\_\_ 40. Cross sections of streets, aisles, lanes and driveways which shall adhere to applicable requirements of this chapter and applicable design standards in the subdivision provisions of this chapter and those on file in the office of the Borough Engineer.
- \_\_\_\_ 41. SIGNATURE BLOCK AS FOLLOWS:

APPLICATION NO. \_\_\_\_\_  
 MAP \_\_\_\_\_ SECTION \_\_\_\_\_  
 LOT \_\_\_\_\_ ZONE \_\_\_\_\_

I CONSENT TO THE FILING OF THIS PLAN (OR PLAT) WITH THE \_\_\_\_\_  
 BOARD OF THE BOROUGH OF HIGHLAND PARK.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
Date

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
Date

I HEREBY CERTIFY THAT I HAVE PREPARED THIS PLAN (OR PLAT) AND THAT ALL DIMENSIONS AND INFORMATION ARE CORRECT.

\_\_\_\_\_  
NAME, TITLE AND LICENSE NO.

\_\_\_\_\_  
Date

APPROVED BY THE \_\_\_\_\_ Board (indicate appropriate board) of the Borough of Highland Park.

PRELIMINARY DATE \_\_\_\_\_

CHAIRPERSON \_\_\_\_\_  
Date

SECRETARY \_\_\_\_\_  
Date

I have reviewed this plan (or plat) and certify that it meets all codes and ordinances under my jurisdiction.

\_\_\_\_\_  
Borough Engineer

\_\_\_\_\_  
Date

I have reviewed this plan (or plat) and certify tat it meets all codes and ordinances under my jurisdiction.

\_\_\_\_\_  
Borough Planner

\_\_\_\_\_  
Date

Approved by the \_\_\_\_\_ Board of \_\_\_\_\_ The Borough of Highland Park.

Preliminary Date \_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

- \_\_\_\_ 42. Certification from the Tax Collector that all taxes are paid to date.
- \_\_\_\_ 43. Compliance with Chapter 169- Site Investigation & Soil Sampling
- \_\_\_\_ 44. Compliance with Chapter 155 – Stream Buffer Conservation Zone.

\_\_\_\_\_  
Signature of person who prepared checklist

\_\_\_\_\_  
Date of plan including last revision

**FINAL SITE PLAN  
CHECKLIST**

Application # \_\_\_\_\_

Date: \_\_\_\_\_

Borough of Highland Park  
221 South Fifth Ave.  
Highland Park, NJ 08904  
Middlesex County

**FINAL SITE PLAN**

The following list contains those items required to be included in the plans submitted for a FINAL SITE PLAN. Applications lacking any of this information may be classified as INCOMPLETE and will not be heard by the appropriate Board until this information is provided. Applicants should place a Check next to each item which in his/her opinion is contained within the plans.

**REQUIRED DETAILS:**

- \_\_\_\_\_ 1. Each submission shall be drawn at a scale of one (1) inch equals one hundred (100) feet for a tract of up to one hundred fifty (150) acres and one (1) inch equals two hundred (200) feet for a tract of one hundred fifty (150) acres or more. All plans submitted shall be on one of three of the following standards sheet sizes: Eight and one-half by thirteen (8 ½ by 13) inches. Fifteen by twenty-one (15 by 21) inches or twenty-four by thirty-six (24 by 36) inches. If one (1) sheet is not sufficient to contain the entire tract, it may be shown on separate sheets of equal sizes with reference on each sheet to the adjoining sheets.
  
- \_\_\_\_\_ 2. A KEY MAP, at a scale of not less than one (1) inch equals eight hundred (800) feet, showing the location of the subject property in relation to significant facilities such as schools, parks, major streets, zoning boundaries, major shopping or employment centers within two thousand (2,000) feet of any part of the property.
  
- \_\_\_\_\_ 3. TITLE BLOCK:
  - a. Name of the development, municipality and county.
  - b. Date of original preparation of the plan and of each subsequent revision thereof.
  - c. Name, address, signature, title, license number and embossed seal of the person who prepared the plan.
  - d. If the plans are prepared by a licensed professional (engineer, land surveyor, architect, planner, et cetera), title blocks shall also be in conformance with the rules and regulations of their respective State Boards.
  
- \_\_\_\_\_ 4. Names, addresses and signatures of the owner(s) and applicant(s) of record.
  
- \_\_\_\_\_ 5. The zone district, tax map, section and lot number of the site to be developed as well as that for all contiguous land and of the property directly across the street.
  
- \_\_\_\_\_ 6. The names and addresses of all property owners within two hundred (200) feet of the site.
  
- \_\_\_\_\_ 7. A graphic and numerical scale.
  
- \_\_\_\_\_ 8. North arrow.

- \_\_\_\_\_9. The development boundary lines (heavy solid line) and the location of that portion which is to be subdivided or developed in relation to the entire tract.
- \_\_\_\_\_10. The property lines of the land to be developed, the location and right-of-way widths of all streets and roads within four hundred (400) feet of the property and the distance to the nearest intersection.
- \_\_\_\_\_11. The location of all existing and proposed property lines, location and outside dimensions of buildings and structures (with an indication as to whether they will be removed or retained), bridges, culverts, structures (with an indication as to whether they will be removed or retained), bridges, culverts, drainpipes, driveways, parking or loading areas, rights-of way and all easements on and within one hundred fifty (150) feet of the property.
- \_\_\_\_\_12. The location of all existing significant natural features on and within one hundred fifty (150) feet of the property, including streams, watercourses, ponds, drainage ditches, rock outcrops, wooded areas, wetlands, et cetera.
- \_\_\_\_\_13. The location of existing on-site tree masses and specie identification of all existing trees greater than 3" inches in caliper measured from four (4) feet above ground level.
- \_\_\_\_\_14. The full plan of development, including street and alley lines and widths, and areas dedicated to or reserved for public purposes.
- \_\_\_\_\_15. Widths of easements or rights –of way, if any, for public services and utilities with notations of any limitation on such easements or rights-of-way.
- \_\_\_\_\_16. Dimensions of sight triangles, tangents, radii, arcs and chords and central angles for all center-line curves on streets and at all street corners.
- \_\_\_\_\_17. All bearings and boundary line dimensions and areas to the nearest one-tenth (1/10) of an acre for the entire tract and each lot proposed, including lands remaining, and for any area proposed to be dedicated to or reserved for a public purpose.
- \_\_\_\_\_18. Delineation of the five-hundred year floodplain and the National Flood Insurance Program floodway and flood hazard areas.
- \_\_\_\_\_19. All setbacks (front yard, side yard, rear yard) of existing and/or proposed principal buildings and all necessary structures.
- \_\_\_\_\_20. If the proposed lot(s) is (are) not serviced by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the soil log(s) and percolation test holes, test results and compliance with the Individual Sewage Disposal Code of New Jersey shall be shown on the plat and certified by a licensed professional engineer. This shall be shown for each lot proposed, including lands remaining.
- \_\_\_\_\_21. Contours at contour intervals of five (5) feet or less for a site with an average slope of ten percent (10%) or greater, or at contour intervals of two (2) feet or less for land at a lesser average slope. However, contours need not be shown for subdivisions with a gross area of less than three (3) acres and involving no new streets or roads unless specifically requested by The Borough of Highland Park.
- \_\_\_\_\_22. Proposed center-line profiles for all new streets or roads shown on the plat.

- \_\_\_\_\_23. A copy of any protective covenants or deed restrictions applying to the land being subdivided.
- \_\_\_\_\_24. Plans and profiles of all proposed grading, paving, roads, sidewalks, curbs, storm and sanitary sewers and appurtenances, water mains, gas mains, bridges and connections to existing or proposed utilities, all of which shall meet the requirements of the Borough Engineer. The plans shall be drawn at a scale of not more than fifty (50) feet to the inch.
- \_\_\_\_\_25. A plan and calculations for surface drainage of the land proposed to be developed, including design and details of the existing and proposed storm water management system, showing the location and elevations of inlets, pipes, swales, berms, low flow channels, outlets and all other storm drainage facilities.
- \_\_\_\_\_26. Invert and rim elevations, showing the location, size and grade of all pipes for the transportation and/or treatment of on-site and off-site disposal of wastewater with location and details concerning the existing and proposed sanitary sewage disposal system.
- \_\_\_\_\_27. The design and details of any retaining walls, manholes and headwalls.
- \_\_\_\_\_28. All details of the on-site and supplying water supply system.
- \_\_\_\_\_29. Location of all existing and proposed utility lines, above and below ground, within and immediately adjacent to the subject site
- \_\_\_\_\_30. The location and width of existing and proposed traffic circulation elements on and adjoining the site, such as streets, entrances and exits, acceleration or deceleration lanes, channelization, et cetera, with type of pavement and specification noted.
- \_\_\_\_\_31. Location of all off-street parking and loading areas showing the number and dimensions of the parking spaces and loading areas and showing traffic aisles and patterns and curbing with radii and specifications noted for curbs and pavement.
- \_\_\_\_\_32. The existing and proposed spot elevations based on the United States Coastal geodetic datum at all building corners, all flood levels, center lines of abutting roads, top and bottom curbs, property corners and other locations as designated during review. Location of all existing and proposed utility lines, above and below ground, within and immediately adjacent to the subject site.
- \_\_\_\_\_33. Provision for solid waste storage and disposal.
- \_\_\_\_\_34. A landscaping and buffering plan showing what will be removed and be planted, including an itemized list of all species of plants and trees to be installed, noting size, approximate time of planting, method of planting (bare rooted, ball and burlap, et cetera) and maintenance plans, seeding schedule, slope stabilization, proposed soil erosion and sedimentation controls.
- \_\_\_\_\_35. Lighting details indicating location, type and height of light standards, radius of light, type of light and intensity in footcandles. (On Separate Plan Sheet).
- \_\_\_\_\_36. Location, size and material of existing and proposed signs.

\_\_\_\_37. An elevation draws or rendering, sealed by a licensed architect or engineer, showing for each building or typical building the front, side and rear façade, with dimensions and type and color of material to be used. The drawing shall also contain a signature block:

I CONSET TO THE FILING OF THIS PLAN (OR PLAT) WITH THE \_\_\_\_\_ BOARD OF ADJUSTMENT (indicate appropriate Board) of the Borough of Highland Park.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

I HEREBY CERTIFY THAT I HAVE PREPARED THIS PLAN (OR PLAT) AND THAT ALL DIMENSIONS AND INFORMATION ARE CORRECT.

\_\_\_\_\_  
Name, title and License No.

I HAVE REVIEWD THIS PLAN (OR PLAT) AND CERTIFY THAT IT MEETS ALL CODES AND ORDINANCES UNDER MY JURISDICTION

\_\_\_\_\_  
BOROUGH ENGINEER

\_\_\_\_\_  
Date

\_\_\_\_\_  
BOROUGH PLANNER

\_\_\_\_\_  
Date

\_\_\_\_38. Preliminary floor plans sealed by a licensed architect or engineer.

\_\_\_\_39. Cross sections of streets, aisles, lanes and driveways which shall adhere to applicable requirements of this chapter and applicable design standards in the subdivision provisions of this chapter and those on file in the office of the Borough Engineer.

\_\_\_\_40. SIGNATURE BLOCK AS FOLLOWS:

APPLICATION NO. \_\_\_\_\_

MAP \_\_\_\_\_ SECTION \_\_\_\_\_

LOT \_\_\_\_\_ ZONE \_\_\_\_\_

I CONSENT TO THE FILING OF THIS PLAN (OR PLAT) WITH THE \_\_\_\_\_ BOARD OF THE BOROUGH OF HIGHLAND PARK.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
Date

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
Date

I HEREBY CERTIFY THAT I HAVE PREPARED THIS PLAN (OR PLAT) AND THAT ALL DIMENSIONS AND INFORMATION ARE CORRECT.

\_\_\_\_\_  
NAME, TITLE AND LICENSE NO. Date

I have reviewed this plan (or plat) and certify that it meets all codes and ordinances under my jurisdiction.

\_\_\_\_\_  
Borough Engineer Date

I have reviewed this plan (or plat) and certify that it meets all codes and ordinances under my jurisdiction.

\_\_\_\_\_  
Borough Planner Date

APPROVED BY THE \_\_\_\_\_ Board (indicate appropriate board) of the Borough of Highland Park.

FINAL DATE \_\_\_\_\_

CHAIRPERSON \_\_\_\_\_  
Date

SECRETARY \_\_\_\_\_  
Date

To be signed before the issuance of a building permit.

I HEREBY CERTIFY THAT ALL THE REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED OR A BOND POSTED IN COMPLIANCE WITH ALL APPLICABLE CODES AND ORDINANCES.  
(If improvements installed)

\_\_\_\_\_  
Borough Engineer Date

(If bond posted.)

\_\_\_\_\_  
Borough Clerk Date

- \_\_\_\_\_ 41. Certification from the Tax Collector that all taxes are paid to date.
- \_\_\_\_\_ 42. All additional details required at the time of preliminary approval.
- \_\_\_\_\_ 43. All dimensions of the exterior boundaries of any subdivision, balanced and closed to a precision of one to ten thousand (1: 10,000) and the dimensions of all lot lines to within one to twenty thousand (1: 20,000). All dimensions, angles and bearings must be tied to at least two (2) permanent monuments not less than three hundred (300) feet apart and all information shall be indicated on the plat. At least one (1) corner of the subdivision shall be tied to United States Geological Survey benchmarks with data on the plat as to how the bearings were determined.
- \_\_\_\_\_ 44. Bond Estimate for On-Site Improvements signed and sealed by a Licensed Engineer.

\_\_\_\_\_  
Signature of person who prepared checklist

\_\_\_\_\_  
Date of plan including last revision