

**BOROUGH OF TENAFLY
PLANNING BOARD
SUBDIVISION APPLICATION**

Application No. PB# 1- _____ Date: _____
 Street Address: _____
 Block: _____ Lot: _____ Tax Map Page: _____
 Applicant: _____
 Phone Numbers: Business: _____ Home: _____
 Is Applicant Owner? _____ Or Contract Purchaser? _____ Other _____
 Name of Attorney: _____ Phone: _____
 Address: _____
 Name of Engineer: _____ Phone: _____
 Name of Architect: _____ Phone: _____

YES	NO	** APPLICANT SEEKS APPROVAL OF FOLLOWING**
		SITE PLAN - NO VARIANCE
		SITE PLAN - VARIANCE REQUIRED
		CONDITIONAL USE - NO VARIANCE REQUIRED
		MAJOR SUB-DIVISION
		MINOR SUB-DIVISION
		SUB-DIVISION -VARIANCE
		COMBINE OR MERGE LOTS
		INFORMAL REVIEW
		OTHER

*****GENERAL INFORMATION*****

Present Use _____ Non-Conforming? _____
 Proposed Use _____ Conforming Use? _____
 Existing Structure? _____ To Be Razed? _____ To Be Improved? _____
 New Structure Proposed? _____
 Is Fronting Street Improved? _____ Corner Lot? _____ Other? _____
 Prior Applications/Appeals on this Property? _____ Yes _____ No
 Explain: _____

APPLIED	APPROVED	***OTHER APPROVALS REQUIRED***
		Bergen County Planning Board
		B.C. Soil Conservation
		N.J. Dept. Environmental Protection
		Tenafly Board of Health
		Tenafly Board of Adjustment
		Tenafly Mayor and Council
		Other

Date Application Accepted _____ Date of Public Hearing _____ Original Decision Date _____
 Extension Date If Any _____ Date If Withdrawn _____ Approved _____ Yes _____ No
 Date Action Taken By Board _____

SUBDIVISION APPLICATION

Date: _____

Name of Applicant: _____

Street Address: _____

Block: _____ Lot: _____ Tax Map Page: _____

Classification: _____ **Major Subdivision**
_____ Preliminary Approval
_____ Final Approval

_____ **Minor Subdivision**
_____ Merger or Re-Division
_____ Variance(s) Requested

Area of Entire Tract _____ SF

Area of Part to Be Sub-Divided _____ SF

Number of Existing Lots? _____ Number of Proposed Lots? _____

Zoning District Classification? _____

Do All Lots Meet Zoning Requirements? _____

Do All Existing Lots Front Or Abut A Public Street? _____

Do All Proposed Lots Front Or Abut A Public Street? _____

Are the Public Street(s) above Improved & Accepted? _____

Are Private Streets Involved Or Proposed? _____

Check The Following Utilities/Services That Are Available To The Subdivision Lots Via Public Streets or Public Right of Ways:

_____ Sanitary Sewer _____ Storm Sewers _____ Water Service
_____ Electric Service _____ Telephone Service
_____ CATV Hookup _____ Other

Existing Easements Or Deed Restrictions? _____

Has Applicant Reviewed This Proposal With The Bergen County Planning Board? Explain Status _____

Maps Submitted: _____ Preliminary Plat: _____ Final Plat: _____

Engineering Details: _____ Other, Describe _____

Existing Variance? _____ Explain: _____

New Variances Requested _____

Other Information _____

Note: Attach This Form To The General Application Form And Attach The Affidavit As To Ownership Of Property To This Form. If Requesting A Variance, Then Also Attach The Variance Appeal Form.

Applicant's Signature _____

Print Applicant's Name _____

**BOROUGH OF TENAFLY
PLANNING BOARD
VARIANCE APPLICATION**

Date: _____

Street Address _____

Block _____ Lot _____ Tax Map Page _____

Applicant: _____ Phone No. _____

Zoning District In Which Tract Is Located: _____

Is All of Tract in One Zoning District? _____

Present Use: _____

Proposed Use: _____

Will Present Use Continue? _____ Is It A Non-Conforming Use? _____

Explain: _____

VARIANCE(S) REQUESTED:

_____ Lot Size & Width _____ Height & Coverage _____ Yards & Setback

_____ Accessory Buildings & Structures _____ Off Street Parking

_____ Other: Explain _____

NOTE: If a Variance request is related to USE, or the Standards and Conditions of

A CONDITIONAL USE, then Application must be made to the BOARD OF ADJUSTMENT.

Has the Applicant Filed for Site Plan Review? _____

Has the Applicant Filed for a Subdivision? _____

Existing Easements or Deed Restrictions? _____

Proposed Easements or Deed Restrictions? _____

Other Information _____

Applicant's Signature _____

Property Owner's Signature _____

AFFIDAVIT AS TO OWNERSHIP OF PROPERTY

I, _____, of full age, being duly sworn, upon my oath depose and say:

1. I am the owner of Lot(s) _____ in Block(s) _____ on the tax assessment map of the Borough of Tenafly, the property affected by my application herein.

2. I authorize _____, as my agent or as my attorney, to appear on my behalf in connection with my application filed herein.

(Signature)

Subscribed and sworn
before me this ____ day
of _____, 20__

Notary

CORPORATE OWNERSHIP

If the applicant is a corporation or partnership, the names and addresses of all parties owning 10% or more of the property are as follows:

NAME:

ADDRESS:

NOTICE OF HEARING

In Compliance with Chapter XXXV, Article V, Section 35-506 of the Land Development Regulations of the Borough of Tenafly, NJ, notice is hereby served upon you to the effect that (I) (We) do hereby propose to (give detailed information)

at location _____(Street Address)_____(Block)
_____(Lot)_____
in the Borough of Tenafly, NJ.

The Administrative Officer of the Borough of Tenafly, NJ, has refused this request by reason of its being in violation of Schedule A of the Land Development Regulations, from conditional use ____, bulk variance ____, use variance____
and/or other _____approval.

(Signature)

Any person or persons affected by this application may have an opportunity to be heard at the meeting to be held _____, 20__ at _____ or as soon thereafter as the matter may be heard in the Council Chambers of the Municipal Building, 100 Riveredge Road, Tenafly, New Jersey.

All documents relating to this application may be inspected by the public between the hours of 9:00A.M. and 4:30 P.M. in the office of the Secretary of the Planning Board in the Municipal Building, 100 Riveredge Road, Tenafly, New Jersey.

(Signature)

Note: This notice must be personally served or sent by certified or registered mail at least ten (10) days before the day of the hearing, and proof of service given to the secretary of the Board at least ten (10) days prior to the day of the hearing.

AFFIDAVIT OF SERVICE

I, _____, of full age, being duly sworn upon my oath, depose and say that:

1. I am the owner of said property or I am the agent of the owner of property known as Lot(s) _____ in Block _____ on the tax assessment map of the Borough of Tenafly.
2. A copy of the notice of an application for an exception from the provisions of the Zoning Ordinance was:

Handed to the following property owners at the address set forth opposite their respective names on the dates hereinafter set forth:

<u>Block</u>	<u>Lot</u>	<u>Owner</u>	<u>Address</u>	<u>Date</u>

Mailed by certified mail to the following property owners:

<u>Block</u>	<u>Lot</u>	<u>Owner</u>	<u>Address</u>	<u>Date</u>

Published in the _____ Date _____, Deponent further says that all property owners within two hundred feet (200') of the property to be affected by said appeal were served with notices of said hearing in the manner above set forth at least ten (10) days prior to the time appointed for said hearing in accordance with the provisions of the Borough of Tenafly's Land Development Regulations, Chapter XXXV, Article V, Section 35-506 and Section 35-507.

Deponent makes this affidavit knowing that the members of the Board of Adjustment/Planning Board of the Borough of Tenafly reply upon the truth of same.

Subscribed and sworn
before me this ____ day
of _____, 20__

Notary

**BOROUGH OF TENAFLY
PLANNING BOARD
FEE SCHEDULE**

<u>FEE DEPOSIT</u>	<u>MINIMUM ESCROW</u>
\$200.00 – Site Plan – No Variance	\$5,000.00
\$300.00 – Site Plan – Variance Required	\$5,000.00
\$100.00 – Site Plan Waiver	\$600.00
\$250.00 – Conditional Use – No Variance Required	\$2,500.00
\$450.00 - Conditional Use – “C” Variance	\$3,000.00
(CONDITIONAL USE WITH “D” VARIANCE – BOARD OF ADJUSTMENT)	
\$400.00 – Major Subdivision – No Variance	\$7,500.00
\$500.00 - Major Subdivision – Variance	\$8,000.00
\$150.00 - Additional Per Lot	N/A
\$200.00 - Major Subdivision Final Plat/Map Each Section	\$1000.00
\$200.00 – Minor Subdivision – No Variance	\$4,000.00
\$400.00 - Minor Subdivision – Variance	\$5,000.00
\$ 50.00 - Combine or Merge Lots	\$50.00
\$ 50.00 - Informal Review	\$500.00

Reproduction Cost

\$30.00 – Per copy of Tenafly Master Plan plus postage
\$ 2.00 – Per copy of Zoning Map – At Building Office
\$ 2.00 - Per copy of Street Map – At Building Office
\$25.00 – Per copy of Land Development Ordinance

A charge of \$5.00 per copy of audio CD discs of Planning Board Meetings/Hearings

No Court Transcripts of Planning Board Meetings/Hearings will be prepared at Borough Office by Borough Staff persons.

Duplicate copies of Planning Board records is in accordance with NJSA 47:1A-2.

(Fee & Escrow Deposit – Ordinance #07-29 adopted December 11, 2007)

(Technical Review Escrow Deposits – Ordinance #23-14 adopted June 13, 2023)

NOTE TO APPLICANT: When turning in your application, two separate checks are required: (1) a check for the Fee made out to the Borough of Tenafly and (2) a check for the Escrow required made out to the Borough of Tenafly.

a. *Special Meetings.* If a special meeting is necessary for consideration of an application for development, the applicant shall pay a fee of up to one thousand (\$1,000.00) dollars to defray the additional costs of holding such a special meeting as approved by the Board.

b. *Converting a Work Session to Public Meeting.* An applicant shall pay a fee of five hundred (\$500) dollars as a condition of granting a request to convert a Work Session to a Public Meeting in order for the Planning Board to hear an application for development.

c. *Administration of Technical Review Deposit Fees.* The administration of technical review escrow deposits shall be in accordance with the provisions of N.J.S.A. 40:55D-53.1 and Section 13 of P.L. 1991, c.256 and as provided below.

1. Each technical review escrow deposit shall be held by the Borough in a trust account separate from the general funds of the Borough.

2. The Borough agency shall not process and/or take action on the application unless all fees and deposits required in the manner described herein have been paid by the applicant. Property taxes shall have been paid to date.

3. In the event that the funds in the escrow account shall become depleted prior to the completion of the application procedure and additional funds are necessary to cover the cost of processing the application, the applicant shall deposit additional funds in the amount as requested by the Administrative Officer. In order to expedite the processing of applications by the Borough agency, the Administrative Officer shall notify the applicant in writing when additional funds are necessary. Such additional funds shall be deposited no later than one (1) week prior to the next regularly scheduled meeting of the Board (if payment is made less than one (1) week prior to the next Board meeting, then payment must be made by official bank check, certified or bank cashier's check), and the applicant's failure to comply shall constitute grounds for postponement or dismissal of the application. In the event that such failure to deposit shall continue for more than thirty (30) days after the date of the Administrative Officer's written notification to the applicant, then the Board chairperson shall make a motion to dismiss the application at the next regularly scheduled meeting of the Board.

4. All bills submitted to a Borough agency by the Planning Consultant, Engineer, Attorney or other professionals containing charges to be applied to an escrow account authorized and established pursuant to this section

shall specify the services performed in relation to individually identified applications for which the charges have been made.

5. Unit charges (i.e., per diem or hourly fees, inspection or expert testimony charges) levied by an Engineer, Planning Consultant, Attorney or other professionals for services applied to an escrow account authorized and approved pursuant to this section may not exceed those unit charges contracted for an/or approved by the Borough agency for services by these professionals which may not, under this section, be subject to compensation by an escrow account.

6. Whenever an amount of money in excess of five thousand (\$5,000.00) dollars shall be deposited by an applicant with the Borough for technical review deposits
Pursuant to this Article, said money shall be deposited in an interest bearing account and, until the interest earned thereon, shall continue to be the property of the applicant and shall be held in trust by the Borough in escrow. All interest earned and paid to the applicant shall be in conformity with Chapter 315 of the laws of 1985.

7. Any of the funds remaining in the escrow account upon completion of the application procedure, as well as any interest he may be entitled to pursuant to Chapter 315 of the Laws of 1985, shall be returned to the applicant, via a resolution adopted by the Governing Body releasing remaining escrows, and the account shall be terminated.

8. All escrow charges which are due and owing shall become a lien upon the property which is the subject of the applications for development and shall remain so until paid. Overdue escrow charges shall accrue the same interest as established for real property taxes in the Borough. The Borough shall have the same remedies for collection of escrow charges with interest, cost and penalties as it has by law for the collection of taxes upon real property.

**BOROUGH OF TENAFLY
PLANNING BOARD
PROOF OF PAYMENT OF TAXES**

**(To be verified by the Tax Collector)
Non-payment of taxes may disqualify your application**

APPLICANT: _____

BLOCK: _____ LOT: _____

STREET ADDRESS: _____

_____ No taxes are due and owning on this property as of (date) _____

_____ Taxes are due on this property as follows: _____

Tax Collector

Date

**BOROUGH OF TENAFLY
PLANNING BOARD
ESCROW AGREEMENT**

APPLICANT: _____

BLOCK: _____ LOT: _____

STREET ADDRESS: _____

In accordance with the provisions of the Borough of Tenafly's Land Development Regulations, Chapter XXXV, Article VI, Section 35-604, the undersigned hereby agrees to pay for the cost of professional services, including but not limited to engineering, professional planning and legal services, necessary to review the developer's application as captioned above.

Name (print or type legibly)

Applicant's signature

Date

SECTION 706B (1)

CHECKLIST FOR DETERMINING COMPLETENESS OF APPLICATION FOR DEVELOPMENT
LAND DEVELOPMENT REGULATIONS
BOROUGH OF TENAFLY, NEW JERSEY

CHECKLIST No. 1 - MINOR SUBDIVISION

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____

Block _____ Lot(s) _____ Date Filed _____

REQUIRED DATA AND INFORMATION

C-Complete
I-Incomplete
NA-Not Applicable
WR-Waiver Requested

	C	I	NA	WR	Comments
1. Completed application form twenty-four (24) copies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Filing fee (See Article VI).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Twenty four (24) black or blue on white prints of all maps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Twenty four (24) copies of all other documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. One (1) copy of this Checklist completed by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Completed County Planning Board application form (in duplicate) and County filing fee if the County Planning Board approval is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. All maps signed and sealed by New Jersey licensed Land Surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Name of tract or development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Tax map sheet, block and lot numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Date prepared and date(s) of revision(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Plat scale not less than 1" = 20'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Graphic scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Reference meridian.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(Checklist No. 1 - Minor Subdivision Page 1 of 3)

	C	I	NA	WR	Comments
14. Sheet size: 8 ½" x 13", 15" x 21", 24" x 36", or 30" x 40".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Name, address, and license number of person preparing plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Name and address of record owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Names and address of applicant/subdivider, if other than owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Key map (scale: not less than 1" = 400') showing entire tract and its relation to surrounding area, including locations and names of principal roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Names of owners of properties located within 200' of the tract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Tract boundary line with bearing and distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Existing and proposed property lines and other site lines, with bearings and distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Zone district(s) and identification of zone boundaries located on or adjoining the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Total area of the tract in sq. ft. and acres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Total area of each lot in sq. ft. and the area of each lot located within the maximum depth of measurement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Table indicating all requirements applicable to the zone in accordance with the Schedule B of Zoning Regulations with proposed dimensions, areas, setback, etc. indicating variances requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. All proposed lots numbered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Front, rear, and side building setback lines as required by the zoning regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. All structures located on adjacent property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. All existing structures on the tract with setback distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Right-of-way lines, widths, and names of all existing streets on and within 100' of the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easements and the text of any restrictions applicable to same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(Checklist No. 1 – Minor Subdivision Page 2 of 3)

- 33. Location on and within 200' of the property of existing and proposed:
 - a. watercourses and other drainage courses.
 - b. water supply and sewage disposal systems.
 - c. culverts and/or storm drains with sizes.
 - d. wooded areas.
 - e. rock outcroppings.
- 34. Existing utilities and road improvements.
- 35. Elevations at property corners and contours at maximum 5' intervals.
- 36. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.
- 37. Copies of any existing or proposed protective or restrictive covenants and deed restrictions.
- 38. Freshwater wetlands including transition areas delineation or an affidavit by a qualified person stating that no wetlands on the property exist.
- 39. If wetlands or transition areas are located on the property, the applicant shall submit one of the following:
 - (1) A Freshwater Wetlands Permit from D.E.P.
 - (2) A Letter of Exemption from D.E.P.
 - (3) A Letter of Interpretation from D.E.P.
- 40. Location and purpose of any open space to be dedicated to public use.
- 41. Identification of any historic site or historic district shown on the Master Plan on in the Zoning Regulations involving the property.
- 42. Signature block for Board Chairperson and Secretary
- 43. Separate application and fee filed for any conditional use or variance involved.
- 44. Ownership disclosure in accordance with C. 40:55D-48.1.

Application declared complete Date _____ _____
Authorized Signature

Application declared incomplete. Date _____ _____
Authorized Signature

(Checklist No. 1 - Minor Subdivision Page 3 of 3)

SECTION 706B (2)
 CHECKLIST FOR DETERMINING COMPLETENESS OF APPLICATION FOR DEVELOPMENT
 LAND DEVELOPMENT REGULATIONS
 BOROUGH OF TENAFLY, NEW JERSEY

CHECKLIST No. 2 - PRELIMINARY MAJOR SUBDIVISION

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

 Name of Applicant _____ Application No. _____

Block _____ Lot(s) _____ Date Filed _____

REQUIRED DATA AND INFORMATION

C-Complete
 I-Incomplete
 NA-Not Applicable
 WR-Waiver Requested

	C	I	NA	WR	Comments
1. Completed application form twenty-four (24) copies.	[]	[]	[]	[]	
2. Filing fee (See Article VI).	[]	[]	[]	[]	
3. Twenty two (22) black or blue on white prints of all maps.	[]	[]	[]	[]	
4. Twenty two (22) copies of all other documents.	[]	[]	[]	[]	
5. One (1) copy of the Checklist completed by the applicant.	[]	[]	[]	[]	
6. Completed County Planning Board application form (in duplicate) and county filing fee if the County Planning Board approval is required.	[]	[]	[]	[]	
7. All maps signed and sealed by appropriate New Jersey licensed or registered professional person.	[]	[]	[]	[]	
8. Name of tract or development.	[]	[]	[]	[]	
9. Tax map sheet (w/ date of revision), block and lot numbers.	[]	[]	[]	[]	
10. Date prepared and date(s) of revision(s).	[]	[]	[]	[]	
11. Plat scale not less than 1" = 40'	[]	[]	[]	[]	
12. Graphic scale.	[]	[]	[]	[]	
13. Reference meridian.	[]	[]	[]	[]	

(Checklist No. 2 - Preliminary Major Subdivision Page 1 of 5)

	C	I	NA	WR	Comments
14. Maximum sheet size: 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Name, address, and license number of person preparing plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Name and address of record owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Names and address of applicant/subdivider, if other than owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Key map (scale: not less than 1" = 400') showing entire tract and its relation to surrounding area, including locations and names of principal roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Certified list of owners of properties within 200' of the tract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Tract boundary line with bearing and distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Proposed property lines and other site lines, with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Zone district(s) and identification of zone boundaries located on or adjoining the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Total area of the tract in sq. ft. and acres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Total area of each lot in sq. ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Table indicating all requirements applicable to the zone in accordance with the Schedule B of Zoning Regulations with proposed dimensions, areas, setback, etc. indicating variances requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. All proposed lots numbered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Front, rear, and side building setback lines as required by the zoning regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. All structures located on adjacent property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. All existing structures on the tract with setback distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Right-of-way lines, widths, and names of all existing streets on and within 100' of the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easements and the text of any restrictions applicable to same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(Checklist No. 2 – Preliminary Major Subdivision Page 2 of 5)

	C	I	NA	WR	Comments
33. Location on and within 200' of the property of existing and proposed:					
a. watercourses and other drainage courses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. water supply and sewage disposal systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. culverts and/or storm drains with sizes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. wooded areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. rock outcroppings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. Location within 200' of the property of existing					
a. watercourses and other drainage courses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. bridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. culverts and/or storm drains with sizes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Existing wells.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Existing septic systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Copies of any existing or proposed protective or restrictive covenants and deed restrictions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Topography: Existing and proposed 2' contours including high and low points on the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. All flood hazard areas, lakes, ponds, marshes, bogs, swamps, and streams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. Environmental Impact Statement pursuant to Section 724, including:					
(a) Storm Water Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Critical Impact Area Data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Soil Erosion and Sediment Control Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42. Freshwater wetlands including transition areas delineation or an affidavit by a qualified person stating that no wetlands on the property exist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43. If wetlands or transition areas are located on the property, the applicant shall submit one of the following:					
(1) A Freshwater Wetlands Permit from D.E.P.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2) A Letter of Exemption from D.E.P.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3) A Letter of Interpretation from D.E.P.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

44. The following items should be indicated on the preliminary plat:
- (a) street signs
 - (b) curbs and cutters
 - (c) sidewalks
 - (d) monuments
 - (e) dry sewer systems
 - (f) storm drains
 - (g) street lights and lighting plan
 - (h) shade trees
 - (i) fire alarm boxes, fire hydrants
 - (j) water mains
45. Profile of existing and future continuing street within 200 feet of subdivision
46. Central angles of arcs and curves along street lines
47. Percolation test results if individual sewage disposal systems are proposed.
48. Plans; Cross sections, centerline profiles and grades of all proposed streets. Minimum scale; 1"=50' horizontal and 1"=5' vertical.
49. Site grading plan showing existing and proposed contours, spot elevations, first floor elevations, garage floor elevations driveway grades, house corner elevations, etc.
50. Plans and profiles of proposed utility systems, i.e., storm drainage, sanitary sewers, water, gas, electric, subsurface holding tanks or cisterns if applicable, etc., showing feasible connections to existing or proposed systems, sizes, grades, types of materials and construction details of all pertinent facilities and improvements.

(Checklist No. 2 – Preliminary Major Subdivision Page 4 of 5)

51. In residential subdivisions containing 50 or more lots, the location and description of provisions for the recycling or recyclable materials in accordance with the municipal recycling ordinance. The plan shall be accompanied by a description of the following:

- (a) The size, shape, materials or construction of the recycling area. [] [] [] []
- (b) Name and address of the collector of recycled materials. [] [] [] []
- (c) If recycled materials will be transferred to the Borough's recycling center or taken to some other location. [] [] [] []
- (d) Frequency of collection [] [] [] []

52. Location and purpose of any open space to be dedicated to public use. [] [] [] []

53. Identification of any historic site or historic district shown on the Master Plan on in the Zoning Regulations involving the property. [] [] [] []

54. Separate application and fee filed for any conditional use or variance involved. [] [] [] []

55. Ownership disclosure in accordance with C. 40:55D-48.1. [] [] [] []

Application declared complete. Date_____

Authorized Signature

Application declared incomplete. Date_____

Authorized Signature

SECTION 706B (3)
CHECKLIST FOR DETERMINING COMPLETENESS OF APPLICATION FOR DEVELOPMENT
LAND DEVELOPMENT REGULATIONS
BOROUGH OF TENAFLY, NEW JERSEY

CHECKLIST No. 3 – FINAL MAJOR SUBDIVISION

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____

Block _____ Lot(s) _____ Date Filed _____

REQUIRED DATA AND INFORMATION

C-Complete
I-Incomplete
NA-Not Applicable
WR-Waiver Requested

	C	I	NA	WR	Comments
1. Completed application form twenty-four (24) copies.	[]	[]	[]	[]	
2. Filing fee (See Article VI).	[]	[]	[]	[]	
3. Twenty-four (24) black or blue on white prints of all maps.	[]	[]	[]	[]	
4. Twenty-four (24) copies of all other documents	[]	[]	[]	[]	
5. One (1) copy of the Checklist completed by the applicant.	[]	[]	[]	[]	
6. Completed County Planning Board application form (in duplicate) and county filing fee if the County Planning Board approval is required.	[]	[]	[]	[]	
7. All maps signed and sealed by New Jersey licensed Land Surveyor.	[]	[]	[]	[]	
8. Name of tract or development.	[]	[]	[]	[]	
9. Tax map sheet, block and lot numbers as assigned by Tax Assessor.	[]	[]	[]	[]	
10. Date prepared and date(s) of revision(s).	[]	[]	[]	[]	
11. Plat scale not less than 1" = 50' nor more than 1"=10' .	[]	[]	[]	[]	
12. Graphic scale.	[]	[]	[]	[]	
13. Reference meridian.	[]	[]	[]	[]	

(Checklist No. 3 – Final Major Subdivision Page 1 of 3)

	C	I	NA	WR	Comments
14. Maximum Sheet Size: 24" x 35".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Name, address, and license number of person preparing plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Name and address of record owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Names and address of applicant/subdivider, if other than owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Names of owners of adjoining properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Existing and proposed property lines and other site lines, with bearings and distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Total Area of the tract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Total area of each lot in sq. ft. and in acres and area within the maximum depth of measurement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. All existing structures on the tract with setback distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Right-of-way lines, widths, and names of all existing and proposed streets on and adjoining the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Location and widths of all other existing and proposed rights-of-way and easements including sight triangle easements defined by metes and bounds, the purpose of any easement and the text of any restrictions applicable to same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Location and area described in bearings and distances and purpose of any open space to be dedicated to public use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. all property lines, accurate distances, bearings, radii, arc lengths and central angles of all curves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Location and description of all monuments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Engineer's or surveyor's certification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Building setback lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Easements, covenants and deed restrictions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(Checklist No. 3 - Final Major Subdivision Page 2 of 3)

	C	I	NA	WR	Comments
33. Certification as required by Map Filing Law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. As-built plans, cross-section and profiles of all streets, utility systems and appurtenant facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. As-built grading plan within 2' contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. FINAL SUBMISSIONS (to be submitted following approval of the final plat by the Planning Board).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. The original, one (1) cloth print and one (1) Mylar of the final plat for the signatures of appropriate Borough Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. One (1) Cloth print, one (1) mylar and twelve (12) prints of the final plat after it has been filed with the County Clerk's office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Ownership disclosure in accordance with C.40: 55D-48.1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Performance guarantee posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Maintenance guarantee posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. Statement by Borough Engineer that:					
a. He is in receipt of a map showing all utilities and other improvements, both in the development and off-tract improvements, in exact location and elevation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. He has examined the drainage, erosion, storm water control and excavation plans and found that the interests of the Borough and of nearby properties are fully protected and identifying those portions of any improvements already installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. The subdivider has either installed all improvements in accordance with the requirements of this chapter and the preliminary plat approval with a maintenance guarantee accompanying the final plat; or posted a performance guaranty in accordance with the chapter and the preliminary plat approval for all partially completed improvements or improvements not yet initiated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Application declared complete. _____ Date _____
Authorized signature

Application declared incomplete. _____ Date _____
Authorized signature