

ORDINANCE 1 – 1997

**AN ORDINANCE AMENDING AND SUPPLEMENTING THE
REVISED GENERAL ORDINANCES OF THE BOROUGH OF
SPRING LAKE ADOPTED AUGUST 9, 1993 BY SUPPLEMENTING
ADDITIONAL INFORMATION TO BE INCLUDED IN THE
ZONING CHECK LIST FOR LAND USE DEVELOPMENT
APPLICATION**

BE IT ORDAINED by the Mayor and Council of the Borough of Spring Lake, County of Monmouth, State of New Jersey, as follows:

PURPOSE: It is the purpose of this Ordinance to require applicants to supply the Planning Board with sufficient information and data to ensure the proper evaluation of development requests.

REQUIREMENTS: All items should be completed in accordance with the within checklist. The applicant should identify any requests for waivers on the application. Each application for development must supply the documents indicated in the checklist.

DOCUMENTS REQUIRED TO BE SUBMITTED

Item No.	Description	Variance	MINOR APPLICATION		MAJOR APPLICATION				
			Informal Concept Plan	Subdivision	Site Plan	Subdivision Prelim	Subdivision Final	Site Plan Prelim	Site Plan Final
<u>A.</u>	Application Form	X		X	X	X	X	X	X
<u>B.</u>	Project Plat Information								
1.	Name & Address of Owner & App	X	X	X	X	X	X		X
2.	Notarized Signature			X (final plat prior to filing)			X (final plat prior to filing)		
3.	Name, signature, license number, seal & address of engineer, land surveyor, architect, professional planner, and/or landscape architect, as applicable, involved in preparation of plat.	X	X	X	X	X	X	X	X
4.	Title block denoting application tax map sheet, county, name of municipality, block, lot and street location.	X	X	X	X	X	X	X	X type of
5.	Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, etc., within 500' of property	X	X	X	X	X	X	X	X

6.	North Arrow & Scale	X	X	X	X	X	X	X	X
7.	Schedule of required & provided zone district requirements including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc.	X	X	X	X	X	X	X	X
8.	Signature blocks for Chairman, Secretary & Municipal Engineer			X	X	X	X	X	X

MINOR APPLICATION MAJOR APPLICATION

Item No.	Description	Variance	Informal		Subdivision		Site Plan		
			Concept Plan	Subdivision	Site Plan	Prelim	Final	Prelim	Final
9.	Proof that taxes are current	X		X	X	X	X	X	X
10.	Certification blocks required by map filing law			X			X		
11.	Monumentation as specified by map filing law			X			X		
12.	Date of current property survey			X	X	X	X	X	X
13.	Plans to scale of not less than 1"=100' on one of four of the following standard sheet sizes 8 1/2 "x 13"			X	X	X	X	X	X

15" x 21"
 24" x 36"
 30" x 42"

14.	Metes & bounds description showing dimensions, bearings of original and proposed lots			X				X	
15.	Metes & bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerline curves on streets			X			X	X	X X
16.	Acreage of tract to the nearest tenth of an acre	X	X	X	X	X	X	X	X X
17.	Date of original preparation and of each subsequent revision. Include brief narrative of each revision	X		X	X	X	X	X	X X

MINOR APPLICATION MAJOR APPLICATION

Item No.	Description	Variance	Informal		Subdivision		Site Plan	
			Concept Plan	Subdivision	Site Plan	Prelim	Final	Prelim
18.	Size & location of any existing and proposed structures	X	X	X	X	X	X	X X

with all setbacks dimensioned (for concept plan, general location only, setbacks not required)

19.	Size & location of all existing structures within 200' of the site boundaries		X		X		X	X		X	X
20.	Tax lot & block numbers of existing & proposed lots		X				X	X			
21.	Proposed lot lines and area of proposed lots in square feet	X	X				X	X			
22.	Any existing or proposed easement or land reserved for or dedicated to a public use	X	X	X	X		X	X		X	X
23.	Property owners within 200' of subject property	X		X	X		X	X		X	X
24.	Location of streams, flood plains, wetlands or other environmentally sensitive areas on or within 200' of the project site (Note: variance applications need only show these features on-site)	X		X	X		X	X		X	X
25.	List of variances required or requested	X		X	X		X	X		X	X
26.	List of requested design waivers or exceptions			X	X		X	X		X	X

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Item No.	Description	Variance	Informal		Subdivision		Site Plan		
			Concept Plan	Subdivision	Site Plan	Prelim	Final	Prelim	Final
27.	Phasing Plan as applicable to include:					X	X	X	X
	1. Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site.								
	2. Timetable and phasing sequence.								
28.	Preliminary architectural plans and evaluations.	X	X		X			X	X
29.	Site identification signs, traffic control signs and identification signs				X	X	X	X	X
30.	Sight Triangles			X	X		X	X	X
31.	Proposed street names when new road is proposed					X	X	X	X
32.	Parking plan showing spaces, size & type, aisle width, curb cuts, drives, driveways and all ingress & egress areas and dimensions, the number of spaces required by ordinance and the number of spaces provided.				X			X	X

33. Solid waste management & recycling plan showing holding location and provisions for waste and recyclables.	X	X	X	X	X
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MINOR APPLICATION MAJOR APPLICATION

Item No.	Description	Variance	Informal		Subdivision		Site Plan	
			Concept Plan	Subdivision	Site Plan	Prelim	Final	Prelim

C. Construction Plans

1.	Site layout showing all roadways, circulations patterns, curbs, sidewalks, buffers, structures, open space, recreation, etc., as applicable.	X	X	X	X	X
2.	Grading & utility plan to include as applicable:					
	a. Existing & proposed contours at 1' intervals for grades 3% or less and at 2' intervals for grades more than 3%.					
	b. Elevations of existing and proposed drainage structures.					
	c. Location and invert elevation of existing and proposed drainage structures.					
	d. Location of all streams, ponds, lakes wetland areas.					
	e. Locations of existing					

and proposed utilities including depth of structures, locations of manholes, valves, services, etc.

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|----|--|---|---|---|---|
| 3. | Profiles of existing and proposed roadways including all utilities and storm water facilities. Roadway cross sections at 50' intervals. Horizontal and vertical scales to be the same. | X | X | X | X |
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4.	Landscaping Plan to include:				X	X	X	X	X
	a. Location of existing vegetation and clearing limits. A tree save plan is required for all large applications.								
	b. Proposed buffer areas and method of protection during construction.								
	c. Proposed landscaped areas.								
	d. Number, type and location of proposed plantings including street trees.								

e. Details for method of planting including optimum planting season.

5.	Soil Erosion and Sediment Control plan prepared in accordance with the standards for Soil Erosion and Sediment Control Standards in New Jersey.	X	X	X	X	X
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6.	Lighting Plan to include:	X	X	X	X	X
	1. Location and height of proposed fixtures.					
	2. Detail for construction of fixture.					

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7.	Construction details for all improvements	X				X	X	X	X	X
	1) Roadways									
	2) Curb									
	3) Sidewalk									
	4) Driveway Aprons									
	5) Drainage Inlets									
	6) Pipe Bedding									
	7) Outfalls									
	8) Manholes									
	9) Gutters									
	10) Plantings									
	11) Soil Erosion & Sediment Control Structures									

12) Parking lots

D. Supplementary Documents

1.	List of all Federal State, regional and/or municipal approvals for permits required.	X	X	X	X	X	X	X
2.	Copies of any existing or proposed deed restrictions or covenants.	X	X	X	X	X	X	X
3.	Freshwater Wetlands Letter of Interpretation for the project area.		X	X	X	X	X	X
4.	Performance Guarantees		X	X		X		X
5.	Executed Developers Agreement.					X		X
6.	Disclosure Statement (see NJSA 40:55D-48.1 et.seq)			X	X	X	X	X

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7.	Statement from utility companies as to serviceability of site			X	X	X	X	X	X
8.	Storm water Management calculations				X	X	X	X	X

9.	Payment of all applicable fees	X	X	X	X	X	X	X	X
10.	Environmental Impact Statement					X		X	
11.	Proof of application with NJDEP for CAFRA Permit, where applicable.			X		X	X	X	X
12.	Eighteen (18) copies of photographs of the property, the area depicting the relief, and the other properties in the immediate area.	X	X	X	X	X	X	X	X
13.	Payment of the appropriate filing fee. (Note: the applicant will be responsible for payment of the professional fees incurred in the consideration of the application and may be responsible for the payment of escrow fees for same).	X	X	X	X	X	X	X	X
14.	The applicant must file eighteen (18) separate, collated packet copies of the application which each contain your full application and the packets should each be capable of mailing where practical.	X	X	X	X	X	X	X	X

In the event any Section or part of this Ordinance shall be declared to be unconstitutional, invalid, or inoperative, in whole or in part, by a court of competent jurisdiction, said Section or part shall, to the extent that it is unconstitutional, invalid or inoperative, remain in full force and effect and no such determination shall be deemed to invalidate the remaining Sections or part of this Ordinance or the Ordinances as a whole.

This Ordinance shall take effect upon final passage and publication in accordance with the law.