

VERNON TOWNSHIP LAND USE BOARD APPLICATION INSTRUCTIONS

A completed application shall include the following:

Application for subdivision, site plan or variance.

Site Inspection/Authorization/Affidavit of Ownership Form – completed & signed by the owner of the property.

Tax Information – Obtain a Status of Taxes for the subject property from the Tax Collector of Vernon Township.

Plans and Supporting Documents – The applicant is required to submit **23 copies** to the Board Secretary. All maps shall be folded with the title block on the outside.

Application, Escrow and GIS Fees – Three (3) checks made payable to Vernon Township. The escrow check will be deposited in an escrow account to cover any engineering, planning, legal or other expenses associated with the review of submitted materials. **Escrow is required to be submitted with a W9 form** (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>). Any money remaining from the escrow check will be refunded after a Certificate of Approval or Certificate of Occupancy is issued by the Building Department. In the event the escrow funds are insufficient to cover the expenses, the applicant will be billed for any balance, and payment will be due within 20 days. Any approval granted shall be contingent upon the payment of any outstanding fees.

Revised maps/documents shall be submitted at least **ten** (10) days prior to the hearing with a cover letter outlining all the revisions. There is a \$75.00 resubmission fee due at the time of submission.

The applicant is required to give public notice at least ten (10) days prior to the date of the hearing in the following manner (N.J.S.A. 40:55D-12). This does not include the date of the hearing.

Upon the written request of an applicant and the payment of a fee, the Tax Assessor shall, within 10 business days, make and certify a list from said current tax duplicates of names and addresses of owners within the municipalities to whom the applicant is required to give notice. The applicant shall be entitled to rely upon the information contained in such list, and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding.

Public notice shall state the date, time and place of the hearing and the nature of the matters to be considered, and an identification of the property proposed for

development by street address, if any, or be referenced by lot and block numbers as shown on the current tax duplicate in the municipal Tax Assessor's Office, and the location and times at which any maps or documents for which approval is sought are available for inspection.

To all owners of real property as shown on the current tax duplicate located within 200 feet in all directions of the property which is the subject of the hearing, which notice shall be given by serving a copy thereof on the property owner as shown on the current tax duplicate or his agent in charge of the property; or by mailing a copy thereof by certified mail to the property owner at his address as shown on the current tax duplicate. It is not required that a return receipt be obtained. Notice is deemed complete upon mailing (N.J.S.A. 40:55D-14).

To the Clerk of any adjoining municipalities and to the County Planning Board when the property involved is located within 200 feet of said adjoining municipalities, which notice shall be given by personal service or certified mail. For the names and addresses of property owners in adjacent municipalities, when required, contact the respective Clerks.

By publication in the official newspaper of the municipality, if there be one, or in a newspaper of general circulation in the municipality.

To the County Planning Board when the application for development involves property adjacent to the existing County road or proposed road shown on the official County map or County Master Plan or adjoins other County land.

To the Commissioner of Transportation of the State of New Jersey when the property abuts a State highway.

To the Director of the Division of State and Regional Planning in the Department of Community Affairs when the hearing involves an application for development of property which exceeds 150 acres or 500 dwelling units, in which case the notice shall include a copy of any maps or documents required to be on file with the administrative officer pursuant to N.J.S.A. 40:55D10b.

Notice to a partnership owner may be made by service upon any partner; notice to a corporate owner may be made by service upon its president, a vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation.

File proof of publication of notice in the official newspaper, a certified list by the Tax Assessor of property owners within 200 feet, an affidavit of proof of service to all property owners within 200 feet from the proposed development, at least five (5) days prior to the public meeting with the Board secretary.

Contact the Tax Collector for a Status of Taxes.

Submit Administrative Checklist and Checklist applicable to the application completely filled out.

Contact the Tax Assessor for the assignment of any proposed block and lot numbers and 911 street addresses.

Contact the Department of Public Works for approval of any proposed street names.

Applicants filing in the name of a corporation or business **must be represented** by an attorney.

Twenty-three (23) copies of a **certified survey** or **plot plan** drawn to scale, in accordance with the appropriate checklist. Please complete checklists in their entirety. Also, please see the Vernon Township Land Use Ordinance for further details.

Amended Application

1. PROPERTY / SITE INFORMATION:

LOCATION	Street Address: 442 Route 94		
	City: Vernon	State: NJ	Zip: 07462
Tax Map	Page: 33	Block: 58	Lot(s): 2
	Page:	Block:	Lot(s):
Property Information – Area: 67.116	Easements / Deed Restrictions: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Zone: AET	Has this property been deemed a Historic Landmark <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

2. APPLICANT INFORMATION:

Name(s): Farm 94, LLC			
Street Address: 68 Prices Switch Road			
City: Warwick	State: NY	Zip: 10990	
Email Address:	Telephone:	Fax:	
Applicant is a: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Entrepreneur <input type="checkbox"/> Individual			

3. DISCLOSURE STATEMENT:

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all person owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55d-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. Use attached form or applicant's can use their own form.

4. IF OWNER IS OTHER THAN THE APPLICANT – provide the following information:

Name(s):			
Street Address:			
City:	State:	Zip:	
Email Address:	Telephone:	Fax:	

5. APPLICANT'S ATTORNEY:

Name(s): Ira Weiner, Beattie Padovano LLC			
Street Address: 50 Chestnut Ridge Road, Suite 208			
City: Montvale	State: NJ	Zip: 07645-1845	
Email Address: iweiner@beattielaw.com	Telephone: (201) 573-1810	Fax: (201) 573-9736	

6. APPLICANT'S ENGINEER:

Name(s): Engineering & Surveying Properties, P.C. / David A. Getz, P.E.			
Street Address: 17 River Street			
City: Warwick	State: NY	Zip: 10990	
Email Address: dave@ep-pc.com	Telephone: (845) 986-7737	Fax: (845) 986-0245	

7. APPLICANT'S PLANNER:

Name(s): John McDonough, LA, PP, AICP

Street Address: 101 Gibraltar Drive, Suite 1A

City: Morris Plains

State: NJ

Zip: 07950

Email Address: jmcdonoughpp@gmail.com

Telephone: 973-222-6011

Fax: 973-786-6537

8. APPLICANT'S SURVEYOR:

Name(s): RHJ Associates

Street Address: 6 Lakeshore Drive East

City: Highland Lakes

State: NJ

Zip: 07422

Email Address:

Telephone: (973) 764-5668

Fax:

9. APPLICANT'S OTHER PROFESSIONALS (TRAFFIC, ENVIRONMENTAL ETC.):

Name(s): Karen Arent Landscape Architect

Street Address: 12 Old Minisink Trail

City: Goshen

State: NY

Zip: 10924

Email Address: karenarentdesign@frontier.com

Telephone: 845-294-9958

Fax:

10. APPLICATION IS FOR THE FOLLOWING:**SUBDIVISION:** Minor (including lot line adjustment) Major – Preliminary Major - Final

Number of Lots to be created (includes remainder lot) _____

Number of proposed dwelling units (if applicable) _____

SITE PLAN: Minor Major – Preliminary Major - Final Amendment / Revision to an Approved Site PlanNumber of Proposed Buildings? No new buildings proposed. 3 existing buildings, one to be removed and the other two expandedTotal Impervious area (s.f.) 130679Impervious area from Structures (s.f.) 8,415Total area to be disturbed (s.f.) 43,000**INFORMAL / CONCEPTUAL REVIEW:** Subdivision Site Plan Other**CONDITIONAL USE APPROVAL:** NJSA 40:55D-67**ISSUANCE OF A PERMIT FOR BUILDING OR STRUCTURE:** NJSA 40:55D-34 (permit building or structure in the bed of a mapped street or public drainage way, flood control basin or public area reserved pursuant to NJSA 40:55D-32) NJSA 40:55D-35 (permit building or structure not related to an official suitably improved street pursuant to NJSA 40:55D-35).**VARIANCES PURSUANT TO NJSA 40:55D****Bulk Variance** (C1) (hardship)

(C2) (flexible); benefits v. detriment

Use Variance

- (D1) A use or principal structure in a district restricted against such use or principal structure (use variance)
- (D2) An expansion of a nonconforming use
- (D3) Deviation from a specification or standard pursuant to Section 54 of P.L. 1975, c.291 (C.40:55D-67) pertaining solely to a conditional use
- (D4) An increase in the permitted floor area ratio as defined in Section 3.1 of P.L. 1975, c.291 (C.40:55D-4)
- (D5) An increase in the permitted density as defined in Section 3.1 of P.L. 1975, c.291 (C.40:55D-4) except as applied to the required lot area for a lot or lots for detached one or two dwelling unit buildings which lot or lots are either an isolated undersized lot or lots resulting from a minor subdivision.
- (D6) A height of a principal structure which exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure.

APPEAL/INTERPRETATION PURSUANT TO NJSA 40:55D-70, (a) & (b):

- (a) Appeal to Board of Adjustment of Order, Requirement, Decision or Refusal by an administrative officer based on or made in the enforcement of the zoning ordinance.
- (b) Request for Interpretation of the zoning map or Ordinance or for Decisions upon other special questions upon which the Board of Adjustment is authorized to pass by any zoning or offered map or ordinance.

Attached additional pages if needed in responding to items 8, 9, 10, and 12.

11. LIST ORDINANCES SECTIONS for which variance(s) and/or interpretation(s) are requested:

§330-161, bulk requirements, front yard setback to permit proposed buildings 32.8 ft and 23.9 ft from front lot line where 75 ft is required, and side yard setback to permit proposed building addition 9.6 ft from side lot line where 35 ft is required.

12. LIST SUBMISSION WAIVERS REQUESTED:

Note – submission waivers must be approved by a majority vote of the Land Use Board prior to being deemed complete and prior to the application being heard by the Board.

Checklist Item No.	Description	Reason
19	Complete utility plan with all inverts & details	Septic design to be completed at a later date.
24	LOI for wetlands within 150 ft from property	The wetlands are located on the other side of Route 94.

13. LIST THE DESIGN WAIVERS REQUESTED:

Ordinance Section	Description	Reason

14. OFFICIAL NOTICE TO APPEAR:

Attach a copy of the Notice to appear in the official newspaper of the municipality to be mailed to the owners of real property, as shown on the current tax map within 200 feet in all directions of the property which is the subject of this application. The Applicant must request this list from the Tax Assessor. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable, and identify the proposed use of the building(s), structure(s) and/or property.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Board Secretary for the hearing.

An affidavit of service to all property owners and a proof of publication must be provided to the Board Secretary at least five (5) days before the hearing can proceed.

15. NATURE OF APPLICATION:

Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises (attach additional pages as needed):

Site plan approval for existing barns to be expanded and converted into retail spaces, farm store, and butcher shop with commercial kitchen, modifications to parking areas, and new sewage disposal system.

16. UTILITIES TO BE UTILIZED: (Check all that apply)

Public Sewer Private Septic Public Water Private Well

Note: For public water or sewer, provide a "will serve" letter from the respective utility company.

17. CHECK ANY OTHER APPROVALS WHICH MAY BE REQUIRED AND DATE PLANS SUBMITTED: (Check all that apply)

Type of Approval	Filed YES	Filed NO	Date Plans Submitted
<input checked="" type="checkbox"/> County Health Department	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> County Planning Board	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> County Soil Conservation District	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Wetlands)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Sewer Extension Permit)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Sanitary Sewer Connection Permit	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Stream Encroachment Permit)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Potable Water Construction Permit)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDOT (Department of Transportation)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Township Sewer Utility	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Flood Hazard)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Highlands)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> NJDEP (Water allocation)	<input type="checkbox"/>	<input type="checkbox"/>	

18. PRIOR APPROVALS:

Indicate if, to your knowledge, this property was ever the subject of a prior application to the Planning or Zoning Board:

 Yes No If yes, was the application approved? Please attach a copy of the resolution.

19. TAX COLLECTOR CERTIFICATION:

Certification from the Tax Collector that all taxes due on the subject property have been paid must be furnished to the Board Secretary at the time the application is submitted.

20. FEE CALCULATION (SEE PAGES 11 AND 12, ASK BOARD SECRETARY FOR ASSISTANCE IF NEEDED):

To comply with Township requirements.

\$ _____ Application Fee

\$ _____ Escrow Fee

\$50.00 GIS Fee

21. CERTIFICATIONS:

- A. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.
- B. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. [If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]
- C. I understand that I submitted funds as calculated herein to be deposited into an Escrow account. In accordance with the Municipal Land Use Law, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. I understand the escrow amount is a preliminary estimate, and the actual cost may be more or less. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within twenty (20) days or I will have my application revoked and will be subject to property liens and/or fines.
- D. I hereby authorize the Land Use Board Members, Land Use Board Professionals, and Township Staff to inspect the premises listed on this application as a part of the review process, and grant full right of entry (excluding the interior of buildings).

Farm 94, L.L.C.

Signature of Applicant

Signature of Owner (If different)

By: Ira E. Weiner, Esq.
Attorney for Applicant

Print Name

Print Name

Date

Date

FEE SCHEDULE

Per ordinance # 02-12, as amended by ordinance # 03-19, as amended by ordinance #18-22

Type of Application	Application fee	Escrow Fee
All	\$50.00 Geographic Information Sys. (GIS)	-----
Major Site Plan, Prelim. & Final (All zones except AET, P & C)	\$500.00 plus \$50.00 per acre or fraction thereof plus \$0.15 per square foot of impervious coverage of the footprint of building plus the impervious coverage of accessory structures and amenities	Same as application fee
Major Site Plan, Prelim. & Final (AET, P & C zones)	\$1,000.00 plus \$0.15 per square foot of impervious coverage of the footprint of building plus the impervious coverage of accessory structures and amenities	Same as application fee
Minor Site Plan (all zones)	\$350.00	\$1,200.00
Minor Subdivision - all zones (up to 3 lots including remainder)	\$350.00	\$1,500.00
Preliminary Major Subdivision (all zones)	\$350.00 plus \$25 per lot	\$1,500.00 Plus \$500.00 per lot
Final Major Subdivision (all zones)	\$350.00 plus \$25 per lot	\$750.00 Plus \$250.00 per lot
Technical Major Subdivision (all zones)	\$350.00 plus \$25 per lot	\$1,500.00 Plus \$250.00 per lot
Concept Plan	50% of regular application fee	\$500.00
Resubmission fee	\$75.00	
Zoning Appeal; NJSA 40:55D-70a	\$110.00	\$1,200.00
Type of Application	Application fee	Escrow Fee
Zoning Interpretation NJSA 40:55D-70b	\$350.00	\$600.00

Bulk Variance, Residential zones 40:55D-70c, Deck, Shed, Pool, steps	\$100.00	\$1,100.00
Bulk Variance, Residential zones 40:55D-70c, Addition	\$200.00	\$1,100.00
Bulk Variance, Residential zones 40:55D-70c, New Home	\$300.00	\$1,100.00
Variance, Residential zones 40:55D-70c, all other 'C' variances	\$200.00	\$1,100.00
Bulk Variance, all other zones 40:55D-70c	\$220.00	\$1,100.00
Use Variance, Residential zones 40:55D-70d	\$350.00	\$1,200.00
Use Variance, all other zones 40:55D-70d	\$700.00	\$1,200.00
Miscellaneous variances; 40:55D-34, 35 or 36 Residential zones	\$350.00	\$1,200.00
Miscellaneous variances; 40:55D-34, 35 or 36 All other zones	\$660.00	\$1,200.00
Special meeting	\$1000.00	-----

Concept plans: if the application for development is filed within six months of the concept plan, full credit for the concept fees will be applied. After six months, the full application and escrow fees apply.

Amended plans: if filed within six months of the application for development, ½ of the application and escrow fees. After six months, full application and escrow fees apply.

The Geographic Information System (G.I.S.) fee of \$50 is per ordinance #04-13 an ordinance amending ordinance #02-12 and #03-02, and establishes the following fees for the purpose of instating a (GIS), which shall provide parcel based mapping, location data, informational resources, and property information for the use of the Township and general public.

**VERNON TOWNSHIP
LAND USE BOARD**

AFFIDAVIT OF OWNERSHIP, AUTHORIZATION AND SITE INSPECTION

State of New Jersey,
County of Sussex,

The undersigned, of full age, being duly sworn according to law deposes and says that I reside at 68 Prices Switch Road, in the Township of Warwick, County of Orange, and State of New York, and that I am the owner in fee of the lands and premises which are the subject of this application to the Vernon Township Planning Board and the property as described in that application as Block 58, Lot 2, on 442 Route 94, Township of Vernon, County of Sussex and State of New Jersey. As owner, I have read this application and the applicant is authorized to proceed. I understand that a site inspection by the Planning Board members and/or the Board or Township professionals may be required and by signing this authorization I am consenting to any site inspection that may be necessary.

Owner's Signature
By Ira E. Weiner, Esq.
Attorney for Will Brown

Date

Sworn to and subscribed before me

This _____ day of _____

Notary Public

New Jersey Herald
P.O. Box 10
Newton, NJ 07860
973-383-1500

**NOTICE OF HEARING
VERNON TOWNSHIP LAND USE BOARD
COUNTY OF SUSSEX, NEW JERSEY**

PLEASE TAKE NOTICE that the undersigned has made application to the Vernon Township Land Use Board for the property known as Block _____, Lot _____, located at _____, in the _____ zone, as follows: _____

In addition, Applicant will request such variances, waivers, permits, approvals or licenses that are deemed necessary or appropriate by the Applicant or the Land Use Board.

This application is now on the calendar for the Vernon Land Use Board and a public hearing has been set for _____, at the Vernon Municipal Building, 21 Church Street, Vernon, New Jersey 07462, at 7:00 p.m. When the case is called you may appear, either in person or by attorney and present any evidence which you may have regarding the application. The matter will be heard on that above date or any adjourned date designated by the Land Use Board at this public meeting without additional notice. The maps, plans, plats and application for which approval is sought are on file in the Planning and Zoning Office of the Vernon Township Municipal Building and are available for inspection at the Municipal Building during the hours of 8:30 a.m. to 4:00 p.m. Monday through Friday. This notice is pursuant to the rules of procedure of the Vernon Land Use Board.

Name _____

Address _____

Note to Newspaper: Please forward a copy of the Affidavit of Publication to Applicant.

New Jersey Herald Requirements to Publish a Legal Notice

1. Legals cannot be taken over the phone. You may mail or bring the form you receive from Vernon Township into the New Jersey Herald Office, 2 Spring Street, Newton or fax to 973-383-9284,
2. There is a two (2) day deadline by noon to publish:
 - Monday – 12 noon for Wednesday.
 - Tuesday – 12 noon for Thursday.
 - Wednesday – 12 noon for Friday.
 - Thursday – 12 noon for Sunday.
 - Friday – 12 noon for Monday and Tuesday.
3. The applicant's name, mailing address and telephone number must be on the form so paperwork can be mailed back.
4. Please be sure everything on the form is legible.
5. A \$25.00 deposit is required on all legal advertising. A Visa or Master Card may be used (include the expiration date).

If you have any questions concerning these requirements, please call the New Jersey Herald at 973-383-1500.

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY: COUNTY OF SUSSEX

_____ (name) of full age, being duly sworn according

by law, deposes and says, that he/she resides at _____

in the _____ in the State of _____
(Municipality)

that he/she is the applicant in a proceeding before the Vernon Land Use Board, Sussex

County, New Jersey, which is known as Application No. _____

and relates to premises located at:

(Street, Tax Map #, Block #, Lot #) that he/she gave notice of this proceeding to each
and all of the owners of property affected by said application, in the required form, in
the manner provided by law on _____ 20____, a true copy of
the notice and the names and addresses of those so notified are attached to this affidavit.

Signature of Applicant or Agent

Sworn to and subscribed before me this

_____ Day of _____

Notary Public

STATUTORY REQUIREMENTS CONCERNING PUBLIC NOTICE

Statutory requirements concerning public notice are set forth in Section 7, 7.1 and 7.3 (N.J.S.A. 40:55D-11, 12, 14) of the Municipal Land Use Law (Chapter 29), (Laws of N.J. 1975). These requirements are also listed on the Notice Procedures form given to the applicant when he receives his list of property owners within 200 feet.

VERNON TOWNSHIP
LAND USE BOARD
Department of Planning & Zoning

21 Church Street · Vernon · NJ 07462
 Tel.: (973) 764-4055 Ext. 2279 · Fax: (973) 764-9528 · www.vernontwp.com
 For assistance with Land Use Board Applications: 973-764-4055 ext. 2279

Applicant Name(s):

Farm 94, LLC

Property Address:

Street: 442 Route 94

city: Vernon

State: NJ

zip: 07462

Block / Lot:

58

/

2

TECHNICAL CHECKLIST

Item	Minor Site Plan	Major Site Plan - Preliminary	Major Site Plan - Final	Minor Sub division	Major Subdiv. - preliminary	Major Subdiv. - Final	Variance (see note #1)	Concept Plan	Complete or Waiver Requested?
1	Sealed survey map of Entire tract	X	X	X	X	X	X		✓
2	Name and address of owner and applicant of the subject property	X	X	X	X	X	X	X	✓
3	List of all property owners within a 200-foot radius on the plan, with block & lot number & street address (from Tax Assessor)	X	X	X	X	X	X		✓
4	Zone data tabulation with existing and proposed bulk requirements for each lot and the remainder tract	X	X	X	X	X	X		✓
5	Key map based on the Township tax maps with tax map sheet data. Show 200 ft. radius from subject parcel	X	X	X	X	X	X	X	✓
6	Indicate existing and proposed block and lot numbers, as assigned by the Tax Assessor, of subject property and surrounding properties within 200'	X	X	X	X	X	X		✓
7	Bearing and distance information for all lot lines	X	X	X	X	X	X		✓
8	North arrow with reference	X	X	X	X	X	X	X	✓
9	Signature block with space for Township Engineer, Board Chairperson and Secretary.	X	X	X	X	X	X		✓
10	Title Block with graphic scale, lot and block number, date the map was prepared with any revision dates and the name of the individual preparing the map together with that individuals raised seal and signature	X	X	X	X	X	X	X	✓
11	Existing topography with maximum contour intervals of 2 feet for entire property (200 ft. overlap required for Major applications only)	X	X	X	X	X	X		✓
12	Environmentally Sensitive Areas (ESA) delineations and calculations in accordance with 330-83 (formerly Section 717) of the Vernon Township Land Use Ordinance. Provide tabulation for all environmentally sensitive areas		X	X	X	X	X		N/A
13	Existing roadway data including all adjacent utilities and storm sewers for frontage of tract within the right of way	X	X	X	X	X	X		✓
14	Indicate all existing structures and wooded areas within subject property. Note - buildings within 200 ft. of subject property required for variances and Major applications. Can utilize aerial photographv. cite source	X	X	X	X	X	X		✓
15	Construction details for all proposed improvements	X	X	X		X	X		✓
16	Existing wells, septic, water bodies and wetlands on subject property or on neighboring lots that affect subject property	X	X	X	X	X	X		✓
17	Proposed layout plan, with roadway centerline data, including curve data and return radii. For subdivisions, plan must show all proposed lots with area labeled in S.F. and acres, rights of way, setback lines, metes and bounds for all boundary and right of way lines. Scale: 1"= 30 ft	X	X	X		X	X		✓
18	Proposed grading plan for roadway, buildings, access driveways and parking lots with any retaining wall locations at maximum 2 ft. contour intervals. Provide spot grades at building corners, in parking lots, top and bottom of wall elevations, and at low and high points. Scale: 1"= 30 ft	X	X	X	X	X	X	X	✓
19	Proposed utility plan showing all storm sewer inlets and pipes, sanitary sewer mains and lateral connections, all with invert and grate/rim elevation labels and pipe slopes, water main and service connections, with pipe material and sizes, and proposed wells and septic. Minimum Scale is 1"= 30 ft		X	X	X	X	X	X	W

TECHNICAL CHECKLIST

	Item	Minor Site Plan	Major Site Plan - Preliminary	Major Site Plan - Final	Minor Sub division	Major Subdiv. - preliminary	Major Subdiv. - Final	Variance (see note #1)	Concept Plan	Complete or Waiver Requested?
20	Environmental Impact Statement		X			X				
21	Road profiles showing all proposed utilities and structures with labels, road centerline data with vertical curve information. All pipe crossings must be identified with adequate clearance provided. Also provide profiles of all off-road utilities. Scale: 1" = 30' H. 1" = 3' V		X	X		X	X			N/A
22	Soil erosion and sediment control plan if over 5,000 s.f. disturbance in accordance with Sussex County SCD standards. Min. Scale 1" = 50 ft.		X	X		X	X			N/A
23	Landscaping and lighting plan. Show all proposed landscaping with a planting schedule. Show all isobars for all existing and proposed on-site lighting in foot-candles. Include utilities on this plan to ensure no conflicts exist. Scale: 1" = 30 ft		X	X		X	X			✓
24	Either a certification note on the plan that no wetlands exist on or within 150 ft. of the property or submission of wetlands letter of interpretation (LOI) from the NJDEP or proof that an LOI application has been submitted to NJDEP	X	X	X	X	X	X	X		W
25	Certification note on the plan as to whether the property lies within the highlands preservation area (provide any correspondence with Highlands Council)	X	X	X	X	X	X	X	X	✓
26	Certification note stating that all proposed access drives comply with A.A.S.H.T.O. sight distance requirements	X	X	X	X	X	X			✓
27	Area of disturbance delineated on the plan, and labeled in square feet	X	X	X	X	X	X	X		✓
28	Impervious coverage labeled on the plan in square feet	X	X	X	X	X	X	X		✓
29	Storm water management plan and report. Include separate drainage area maps for pre and post development drainage boundaries and Tc paths. Drywells are sufficient for minor site plan and subdivisions (size for 3" rainfall for area of structures).	X	X	X	X	X	X			N/A
30	Indicate the soil types and boundary lines from the Sussex County soil survey	X	X	X	X	X	X			✓
31	Provide a compact disk (CD) of the CAD file for the design plans for township records	X	X	X	X	X	X			
32	Preliminary proposed house, driveway, septic and well locations.				X	X	X			✓
33	Preliminary grading at 2' contours for proposed houses and driveways.				X	X	X			N/A
34	Traffic Impact Analysis (if projected increase is more than 50 trips/day)		X			X				N/A
35	Provide typed summary of all requested waivers with reasons/justification for request (see note 2 below)	X	X	X	X	X	X	X		✓
36	Plans to be titled "Final Construction Drawings"			X			X			
37	Final Developers Agreement, if required by Board			X			X			N/A
38	Engineers cost estimate of site improvements. NOTE: Bonding Required for 120% of the cost of the site improvements. 10% cash & 90% Bond, unless waived by Board			X			X			
39	For Use ('D') Variances and Bulk ('C') Variances, the following must be provided: (a) Description of application and relief being sought (b) a description of the alternatives that were considered (c) Statement as to how the application meets the negative and positive criteria in support of the request (d) 4 photographs depicting the subject property (e) a sealed survey map							X		
40	For Appeal/Interpretation, the following must be provided: (a) A map which clarifies, in sufficient detail, the nature of the appeal or interpretation (b) any documentation, forms or correspondence which explains the nature of the appeal or interpretation (c) a written description of the area surrounding the subject property (d) a statment or leagle brief which clarifies the position of the applicant (e) 4 photographs depicting the subject property							X		

NOTES:

(1) The Board accepts abbreviated submissions for simple variances for pools not in the front yard, decks, patios, sheds, stoops and detached structures not in excess of 150 square feet. In lieu of the checklists above, the Applicant can submit the following for these variances only: (a) Sealed Boundary survey (b) Proposed improvements drawn to scale on a copy of the survey. Show dimensions of structure and distance to property lines (c) 4 photographs accurately depicting the subject property (d) Copy of the tax map showing all parcels within 200-ft. (e) Provide all items on the Administrative checklist. Note - this procedure is intended to reduce the Applicant's expense for minor matters, however, additional information or professionally drawn plans may be requested if deemed necessary by the Board, Board Planner or Board Engineer. (2) Applicant's with waiver requests cannot be deemed complete until the waivers are approved by the Land Use Board Planner or Engineer or the Land Use Board at a regular meeting.