

LAND USE AND DEVELOPMENT

195 Attachment 1

Borough of Westwood

Appendix A

Application Checklist

General Requirements for All Development Applications

Applicant's Name Monofield's Handcrafted, LLC

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

Items Required	Yes	No
1. Application Forms: 16 copies.	( )	( )
2. Fees and Escrow.	( )	( )
3. Certification of Taxes Paid.	( )	( )
4. Site Plan or Subdivision Plan: 16 copies.	(✓)	( )
5. Affidavit of Ownership. If applicant is not the owner, applicant's interest in land must be indicated, e.g., tenant, contract/purchaser, lienholder, etc., and permission of property owner to file the application must be submitted.	( )	( )
6. If applicant is a corporation or partnership applying to the Board or the Council for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more units or for approval of a site to be used for commercial purposes, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 and 48.2.	( )	( )
7. A statement from the property owner granting permission for the Board and any of its experts to enter the subject premises for purposes of inspection in relation to a development application.	( )	( )
8. Statements as to any requirements for which waiver or variance is sought, together with a statement of reasons why same should be granted.	( )	( )
9. For minor site plans, minor subdivisions, preliminary major site plans and preliminary major subdivisions, a statement of any and all approvals which are required from other governmental or quasi-governmental entities.	(✓)	( )
10. If approval from the Bergen County Planning Board is required pursuant to P.L. 1968, c. 285, a copy of the application submitted to the Bergen County Planning Board must be submitted.	( )	( )

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Items Required	Yes	No
11. For minor subdivisions, preliminary major site plans and preliminary major subdivisions, one of the following:		
a. A letter of interpretation from the NJDEP;	( )	(✓)
b. A letter of exemption from the NJDEP;	( )	(✓)
c. A copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands; or	( )	(✓)
d. Documentation from a qualified professional demonstrating that no wetlands exist on the subject property, and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application.	(✓)	( )
12. For minor site plans, minor subdivisions, preliminary major site plans, preliminary major subdivisions and variance applications, a copy of any protective covenants or deed restrictions, if any, affecting the property in question, provided that if none exist, an affidavit from the owner certifying that no such covenants or restrictions exist shall be submitted.	( )	( )
13. Complete checklist provided for one of the following development proposals (Applicant check one or more as required):		
Form 1 – Informal (Concept) Subdivision		_____
Form 2 – Informal (Concept) Site Plan		_____
Form 3 – Minor Site Plan		_____
Form 4 – Minor Subdivision		_____
Form 5 – Preliminary Major Site Plan		(✓)
Form 6 – Preliminary Major Subdivision		_____
Form 7 – Final Major Site Plan or Final Major Subdivision		(✓)
Form 8 – Appeals and/or Interpretation of Ordinance		_____
Form 9 – “D” Variance Application		_____
Form 10 – “C” Variance Application		(✓)
14. Submission of site photographs of existing conditions, including but not limited to existing structures, site frontage and relationship to adjacent properties.	(✓)	

*Site & surrounding Area developed*

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Appendix A

Form 5

Preliminary Major Site Plan

Details and Requirements

Applicant's Name Morefield's Handcrafted, LLC

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data. A signed and sealed copy of the survey on which the site plan is based shall be submitted to the reviewing board with the site plan submission.

PLAN ACCURACY AND LEGIBILITY

SUFFICIENT FOR REVIEW:

Yes (✓) No ( )

PREPARED BY P.E. OR L.S.:

Yes (✓) No ( )

Yes	No	
(✓)	( )	1. A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.
(✓)	( )	2. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.
(✓)	( )	3. Space for signatures of Chairman and Secretary of the Board and the Borough Engineer.
(✓)	( )	4. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.
(✓)	( )	5. North arrow.
(✓)	( )	6. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, density, number of parking spaces, and slope disturbance, both as to required and proposed, for the subject property.
(✓)	( )	7. The boundaries of the tract in question, with dimensions of same. Where it is physically impossible to show the entire property on the required sheet, a key map is permitted.
(✓)	( )	8. Location of existing easements or rights-of-way, including power lines.

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Yes	No	
(✓)	( )	9. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops. If such features are located on adjacent property, but have the potential to affect the site development, they shall be shown.
(✓)	( )	10. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than: 10% slope or less – 2 feet; over 10% slope – 5 feet.
(✓)	( )	11. Proposed spot elevations at the corners of all buildings and in appropriate pavement locations if new buildings or paved areas are proposed, or if regrading near existing buildings is proposed.
(✓)	( )	12. Location of existing buildings and their setbacks from property lines, plus the location of existing buildings and paved areas on adjacent properties.
(✓)	( )	13. Floor plans for existing and proposed buildings, showing the use and layout of internal space, and front, rear and side building facade elevations, both at a scale not exceeding eight feet per inch. Building elevation and floor plans shall be prepared by a New Jersey licensed architect.
(✓)	( )	14. Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.
(✓)	( )	15. Existing and proposed signs, including the size, materials, nature of construction, location and illumination of same.
(✓)	( )	16. The location and design of fences, walls, sidewalks and similar improvements to be constructed.
(✓)	( )	17. Existing and proposed utility service, including septic systems with test hole locations and soil log information, connections to sanitary sewers, wells, connections to water mains, fire hydrants, etc.
(✓)	( )	18. Existing and proposed storm drainage design and improvements, including a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure and drainage tabulation sheets showing calculations for each drainage area. Provisions for rooftop drainage shall also be shown.
(✓)	( )	19. Existing and proposed site illumination, including height and location of fixture, type of fixture and bulb, pole material, and manufacturer's isocandela diagram superimposed upon the site plan.
(✓)	( )	20. Location and description of existing and proposed landscaping. Information for proposed landscaping shall include common and botanical names, number of plants, planted size and root specifications. All portions of the property not utilized by buildings or paved surfaces shall be landscaped.
(✓)	( )	21. Soil erosion and sedimentation control plan, if required pursuant to P.L. 1975, c. 251.

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Yes	No	
(✓)	( )	22. Location of any required dedication or reservation for streets or any area shown on the Official Map.
(✓)	( )	23. The location and design of solid waste disposal containers, recycling containers and monitoring wells, if such wells are required by this chapter or the Board.
(✓)	( )	24. Construction details and specifications sufficient to illustrate the nature of site improvements, including but not necessarily limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.
( )	( )	25. A written description of the proposed use(s) of nonresidential buildings, including the number of employees or members, the proposed number of shifts to be worked and the maximum number of employees on each shift, expected truck and tractor-trailer traffic, emission of noise, glare, vibration, heat, odor, air and water pollution, safety hazards and anticipated expansion plans incorporated in the building design. In apartment and townhouse projects, the number of dwelling units, by type, shall be provided. All architectural drawings shall be prepared by a licensed New Jersey architect.
( )	(✓)	26. Temporary contractor's construction structures and storage areas. The location of all proposed trailers, warehousing, storage facilities and temporary contractor's offices shall be shown giving consideration to the proximity of residential development and located so that they are not an eyesore to adjoining landowners and the passing public. The landscaping plan shall show how these facilities will be screened or buffered and how they will be maintained during construction by the developer. The Construction Official or Borough Engineer shall be authorized to grant temporary permits and exceptions to this subsection when the trailers or storage facilities are of a small size and are not to be in a location for more than 60 days.
( )	(✓)	27. Traffic study (where required by Board).
( )	(✓)	28. Environmental impact study (where required by Board).
(✓)	( )	29. Submission of site photographs of existing conditions, including, but not limited to, existing structures, site frontage and relationship to adjacent properties.

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Borough of Westwood

Appendix A

Form 7

Final Major Site Plan or Final Major Subdivision  
Plat Details and Requirements

Applicant's Name	<u>Mocketfield's Handcrafted, LLC</u>	
Application #	_____	Date Received _____
PLAN ACCURACY AND LEGIBILITY SUFFICIENT FOR REVIEW:	Yes <input checked="" type="checkbox"/>	No ( )
PREPARED BY P.E. OR L.S.: (for office use only)	Yes ( )	No ( )

FINAL MAJOR SITE PLAN  
APPLICABLE ( ) NOT APPLICABLE

Yes	No	
<input checked="" type="checkbox"/>	( )	1. Those items required for preliminary major site plans pursuant to Form 5, Subsections <u>1</u> through <u>29</u> , shown in final form.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.

\*

*\* To be submitted upon completion*

FINAL MAJOR SUBDIVISION  
( ) APPLICABLE  NOT APPLICABLE

Yes	No	
( )	( )	1. Those items required for preliminary major subdivisions pursuant to Form 6, Subsections _____, through _____, shown in final form.
( )	( )	2. The required front, side and rear setback lines, pursuant to the zoning regulations of this chapter, on all lots.
( )	( )	3. The location and description of all monuments.
( )	( )	4. All lot lines, showing bearings and distances to the nearest hundredth of a foot.
( )	( )	5. All lot areas, to the nearest tenth of a square foot.
( )	( )	6. The radius and central angle of all arcs and curves along all street lines.
( )	( )	7. Block and lot numbers assigned by the Tax Assessor, and street addresses

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Yes	No	
		assigned by the Post Office, for each of the lots.
( )	( )	8. The location of all telephone, electric, gas and cable television lines and easements.
( )	( )	9. Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.
( )	( )	10. Certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the Map Filing Law.
( )	( )	11. Certification from the Borough Engineer as to the plat's compliance with the provisions of the Map Filing Law and all applicable Borough ordinances and requirements.
( )	( )	12. A statement from the Borough Engineer that he has received a map showing all utilities in exact location and elevation, identifying those portions already installed and those to be installed, and that the developer has installed all improvements in accordance with all Borough regulations, and/or a statement by the Borough Clerk that proper performance guarantees have been posted with the Borough Council for the installation of required improvements.
( )	( )	13. When approval of a plat is required by an officer or agency of the Borough, county or state, approval shall be referenced and certified on the plat.

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Appendix A

Form 10

"C" Variance Applications

Details and Requirements

Applicant's Name Mopefield's Handcrafted, LLC

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

In addition to the requirements indicated in § 195-23, the following information shall be submitted for all applications for a "C" variance to the Zoning Board of Adjustment, and for all such applications before either the Planning Board or the Zoning Board of Adjustment when the variance application has been bifurcated from any other applications which may be required.

PLAN ACCURACY AND LEGIBILITY  
SUFFICIENT FOR REVIEW:

Yes (✓) No ( )

Yes	No	
(✓)	( )	1. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.
(✓)	( )	2. Space for signatures of Chairman and Secretary of the Board and the Borough Engineer.
(✓)	( )	3. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.
(✓)	( )	4. North arrow.
(✓)	( )	5. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, density, number of parking spaces, and slope disturbance, both as to required and proposed, for the subject property.
(✓)	( )	6. A copy of the certified list of property owners within 200 feet of the subject property, prepared by the Tax Assessor, must also be submitted. Said certified list shall be no more than 90 days old.
(✓)	( )	7. A key map showing location of the tract to be considered in relation to the surrounding area, within at least 200 feet of the subject property.
(✓)	( )	8. The boundaries of the site in question, with dimensions of same. Where it is physically impossible to show the entire property on the required sheet, a key map is permitted.
(✓)	( )	9. Location of existing easements or rights-of-way, including power lines.

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Yes	No	
(✓)	( )	10. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity. If such features are located on adjacent property, but have the potential to affect the site development, they shall be shown.
(✓)	( )	11. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than five feet.
(✓)	( )	12. Location of existing and proposed buildings, including accessory buildings, and their setbacks from property lines. Lines indicating the minimum required front, side and rear setbacks for principal buildings shall also be shown. The approximate location of existing buildings and paved areas on adjacent properties shall also be shown.
(✓)	( )	13. If new buildings, expansion of existing buildings or interior renovations are proposed, floor plans for existing and proposed buildings shall be submitted, showing the use and layout of internal space, and front, rear and side building facade elevations, both at a scale not exceeding eight feet per inch. Building elevation and floor plans shall be prepared by a New Jersey licensed architect.
(✓)	( )	14. Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.
(✓)	( )	15. Existing and proposed signs, including the size, materials, nature of construction, location and illumination of same. If no signs are proposed, a statement indicating same shall be submitted.
(✓)	( )	16. The location and design of fences, walls, sidewalks and similar improvements to be constructed.
(✓)	( )	17. Existing and proposed utility service, including septic systems with test hole locations and soil log information (if new system is proposed), connections to sanitary sewers, wells and connections to water mains.