

LAND USE AND DEVELOPMENT

300 Attachment 1

APPENDIX A

**Borough of Franklin Lakes  
Application Checklist  
General Requirements for All Development Applications  
[Amended 11-10-2009 by Ord. No. 1464; 12-21-2010 by Ord. No. 1507]**

Applicant's Name \_\_\_\_\_

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

Items Required:

	<b>Yes</b>	<b>No</b>
1. Application forms: 16 copies	( )	( )
2. Fees and escrow.	( )	( )
3. Certification of taxes paid.	( )	( )
4. Plot plan, site plan, or subdivision plan, sealed and signed by New Jersey licensed professional engineer or architect: 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, lien holder, 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.40:55D-48.1 and 40:55D-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.	( )	( )

FRANKLIN LAKES CODE

- 9. For minor subdivisions, 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. ( ) ( )
  
- 11. For minor subdivisions, 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; or ( ) ( )
  - c. A copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands. ( ) ( )
  
- 12. For minor subdivisions, 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 - General Development Plan	_____
Form 4 - Minor Subdivision	_____
Form 5 - Preliminary Site Plan	_____
Form 6 - Preliminary Major Subdivision	_____
Form 7- Final Site Plan or Final Major Subdivision	_____
Form 8 - Appeals and/or Interpretation of Ordinance	_____
  
- 14. In accordance with § 300-51.1, plans, including all revisions and resubmissions, and all other documents associated with an application, shall be submitted in pdf format, at 600 X 600 dpi, on a compact disk.
  
- 15. When required by the reviewing board, structural, mechanical and electrical drawings shall be sealed and signed by a New Jersey licensed professional engineer.
  
- 16. Any additional information deemed necessary by the approving board.