



# HIGH BRIDGE

## BOROUGH

*Hunterdon County, New Jersey*

[www.highbridge.org](http://www.highbridge.org)

908-638-6455

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Municipal Land Use Office

## PLANNING/ZONING BOARD APPLICATION

Application to be filled out for:

- ✓ Minor Site Plans
- ✓ Preliminary Site Plans
- ✓ Final Site Plans
- ✓ Major subdivisions
- ✓ Minor Subdivisions
- ✓ Conceptual Plans

The application is to be submitted with all required documents and fees to:  
The Administrative Officer in Planning and Zoning Office



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### CONCEPT, SITE PLAN AND/OR SUBDIVISION APPLICATION

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Location: \_\_\_\_\_

Total area: \_\_\_\_\_ Number of lots proposed: \_\_\_\_\_

Present use: \_\_\_\_\_

Proposed construction/use: \_\_\_\_\_

Application is hereby made to the Planning Board for site plan/subdivision review as shown and described on the attached application, documents and plans.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Please  if unlisted

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Please  if unlisted

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Plans prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

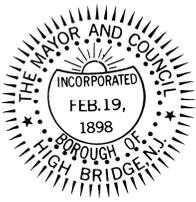
**Authority of Property Owner (must be completed if Applicant does not own property)**

I, \_\_\_\_\_, the owner of the subject property have reviewed this application and accompanying information and do hereby grant \_\_\_\_\_ permission to file this application with the High Bridge Borough Municipal Land Use Officer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Fees paid: \_\_\_\_\_ Case number: \_\_\_\_\_



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### APPLICANT OWNER DISCLOSURE STATEMENT

The Municipal Land Use Law requires that in certain circumstances an applicant for the Planning Board, Board of Adjustment or the governing body seeking developmental approval, make disclosure about ownership if the applicant is a partner or corporation. A principal purpose of such disclosure is to avoid potential conflicts of interest. Approval may not be granted unless this kind of disclosure is made.

Please fill out the following disclosure statement and have it signed before a Notary Public. Cross out words which are not applicable.

State of New Jersey, County of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(name of person making affidavit)

of full age, being duly sworn according to law on his/her oath, deposes and says:

1. I am a partner, shareholder, or owner of \_\_\_\_\_, a  
(name of applicant on application)  
\_\_\_\_\_ corporation or partnership with offices at \_\_\_\_\_  
(State business is in) (business address)

2. The names and addresses of all persons owning 10% or more of the stock of the corporation, or a 10% or greater ownership interest in the partnership are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I, \_\_\_\_\_, attest that the criteria outlined above does not apply to  
(name of person making affidavit)  
this application.

Sworn to and signed before me

On this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(name of deponent)



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### 6-6.2 PRE-APPLICATION CONCEPT PLAN PLAT DETAILS AND REQUIREMENTS CHECKLIST

<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original of complete application and Fourteen (14) copies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Correct Filing Fee received.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	Required variance or conditional use application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	Certification that property tax payments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Ownership disclosure statement where required by law. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more that ten percent (10%) interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	All plans submitted shall be folded individually with signature block positioned in lower right adjacent to title block (to be visible when folded). Space for approval block signatures shall be adjacent to title block. Space for approval block signatures of Chairman, Secretary of Planning Board and Borough Engineer (except concept).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	When drawings are re-submitted, provide 15 copies and revision date marked on each copy of each revised map and cover sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	Location of tract to be subdivided in relation to entire tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	Key map at 1" = 2000' showing general location of tract with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500' and date of current survey.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Tax map sheet, block/lot number of site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Total acreage of site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	Name and address of owner and applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Name, signature, license number, seal, address and telephone number of engineer, land surveyor, architect, planner, landscape architect, and/or other as applicable in preparation of plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	North Arrow and graphic and numeric scale not smaller than 100' for concept plan review.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Identification of property owners located within 200' located on the most recent tax map sheet and on the most recent tax records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	General location of all existing/proposed structures, driveways and sidewalks on tract to be subdivided. Type of building proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	General location of all streets, rights-of-way and easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Copy and/or delineation of any existing deed restrictions or covenants.



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<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	General location of all watercourses, ponds, lakes, wetlands, flood hazard areas and other environmentally sensitive areas on and within 200' of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	Location and acreage of all land and/or easements reserved for or to be dedicated to public use and/or all open space areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Zoning districts and location of zoning boundaries, list of bulk requirements including lot area, width at street line and setback, front, rear and side yard setbacks, depth, coverage, floor area ratio, etc. and variances and/or waivers required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Maximum density permitted and proposed density. Number of units proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	Topographical features of subject property for USGS mapping.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	Fifteen (15) copies of plans.

### 6-6.3 SITE PLAN SUBMISSION DETAILS AND REQUIREMENTS CHECKLIST

Scale: 1" = 10'; 20'; 30'; 40'; 50'  
 Plan Legibility: Satisfactory  Unsatisfactory

<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) original and Fourteen (14) copies of a complete application signed by applicant and owner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Application fee and escrow deposit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	Proof that soil erosion and sediment control filing has been made, if required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	Required variance or conditional use application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Certification that property taxes, sewer fees and assessments where applicable, are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	Proof that filing has been made with Hunterdon County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	Ownership disclosure statement where required by law. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more that ten percent (10%) interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	All plans submitted shall be folded individually with signature block positioned in lower right adjacent to title block (to be visible when folded). Space for approval block signatures shall be adjacent to title block. Space shall be provided for signatures of Chairman, Secretary of Planning Board and Borough Engineer.



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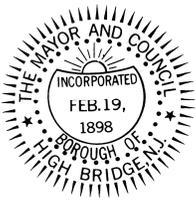
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<u>NA</u>	<u>Yes</u>	<u>No</u>	<u>Item#</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	When drawings are re-submitted, to comply with comments of the Administrative Officer for completeness, provide Fifteen (15) copies of complete plans with revision date on each revised plan and on the cover sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Name, title, address of owner and applicant, including telephone numbers and signatures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Name, telephone number, signature, license number, seal and address of engineer, land surveyor, architect, planner and/or landscape architect, as applicable in preparation of plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	North arrow and scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	An index sheet showing each sheet's location in relation to the overall project and list of attached drawings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Type of application (minor, preliminary or final site plan), current tax map sheet, block/lot number (in the title block), street address, municipality and county of the premises affected.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Proof of ownership; if applicant is not owner, consent of owner to submit application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	Key map at 1" – 2000' scale, showing location of tract with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500' and date of current survey.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17)	Identification of property owners located within 200' located on the most recent tax map sheet and on the most recent tax records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Date of original preparation/date of revisions, tract name, north arrow, reference meridian, graphic and numeric scale, on each drawing and on cover sheet, if present.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	Acreage of entire tract to nearest one-hundredth (0.01) acre.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	List of zone district bulk requirements and proposed bulk requirements, including lot area, width at setback and street line, front, side, rear setbacks, lot and building coverage, FAR, parking spaces, etc. and variances and/or waivers required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Location on the plan of all existing/proposed principal and accessory structures showing setback.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Location, size, nature of property and contiguous property owned by the applicant or in which the applicant has direct or indirect interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	All lot line dimensions and area of lot based on accurate survey certified by licensed NJ surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	Complete building elevation and floor plan drawings of proposed structure(s).



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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	The location, type, size of all existing/proposed pathways, driveways, fences, retaining walls, outdoor storage areas, and trash receptacle areas. All off-street parking and loading areas, dimensions, schedules and associated parking and loading calculations. All ingress and egress areas and dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	Location of all existing/proposed rights-of-way, easements on and within 200' of the tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	Sight triangles, text of deed restrictions or other encumbrances, which may affect premises, location, size and description of lands contemplated for dedication to Borough.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Location of proposed vehicular and pedestrian circulation patterns.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	Location, size, widths of all existing/proposed streets and sidewalks abutting premises, property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	Road and paving cross sections and profiles and traffic sight distances. Cross sections to show: existing grade, proposed grade at centerline, topsoil depth, side slopes, earth berm, cut, fill, stripping incut, stripping infill and topsoiling quantities, drainage facilities, depth of base and pavement, guardrails.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Existing/proposed topographical features of site, contours at two foot intervals, on and within 50 feet of property. The elevation datum is NAVD 1988.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Steep slopes by the following categories: 0-7.99%, 8-14.99%, 15-19.99%, 20-25% and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Spot and finished elevations at all property corners, corners of all structures or dwelling and existing and proposed first floor elevation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of all watercourses, ponds, lakes, wetlands, swamps, wooded areas, and environmentally sensitive areas or significant natural terrain features on and within 200' of the site. Watercourses identified as trout production or trout maintenance as applicable with buffer as required by ordinance shown. Classification of watercourse as per NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Location of all individual existing trees noted for preservation within the area of development and thirty (30) feet beyond the limit of disturbance. Trees over six (6) inches in diameter, as measured above the existing ground level, shall be located and identified by name and diameter.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	Sign details, showing existing and proposed signs, location on site, their size, type of construction, lettering detail, proposed illumination, if any, and proposed colors.



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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Lighting plan showing the location of existing and proposed lighting, including size, height, area, direction of illumination, lumen power, including building security lighting plan and 0.2 and 0.5 isofootcandle curves.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	Storm Water Management Plan: Existing system of drainage of subject site and any larger tract or basin of which it is part. The location, type, size of all existing catch basins, all utilities, above and below ground. Drainage area map and drainage calculations, as per ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(39)	Soil Erosion & Sediment Control Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(40)	Soil Removal Application (where applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(41)	Traffic Impact Statement (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(42)	Environmental Impact Study (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(43)	Community Impact Study (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(44)	Landscape Plan, including information required under Section 5-7.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(45)	Tree Removal Permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(46)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(47)	Solid Waste Management Plan including location, size and details of garbage/recycling facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(48)	Location and extent of drainage and conservation easements and stream encroachment lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(49)	Location and acreage of all land reserved for or dedicated to public use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(50)	Location of wetlands, transition areas and letter of interpretation from NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(51)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(52)	Septic testing, design and location, date. Results of perc and soil log tests with NJ licensed engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(53)	Location of test holes accurately designated and evidence of personal inspection of test holes by Borough Health Officer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(54)	Historic sites designated in the Master Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(55)	Development stages or staging plans.



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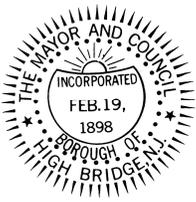
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(56)	Residential cluster details, including: <ul style="list-style-type: none"><li>a) Amount of common open space to be provided.</li><li>b) Location of common open space to be provided.</li><li>c) Location of any common facilities to be provided.</li><li>d) Description of any common facilities to be provided.</li><li>e) Description of organization to be established for ownership of any common open space.</li><li>f) Description of organization to be established for ownership of any common facilities.</li><li>g) Description of organization to be established for maintenance of any common open space.</li><li>h) Description of organization to be established for maintenance of any common facilities.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(57)	List of municipal, county, state and/or federal approvals or permits required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(58)	Fifteen (15) copies of plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(59)	Any/all other information/dates necessary to meet any requirement of the Land Development Ordinance not listed above.



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#### 6-6.4 MINOR SUBDIVISION PLAT DETAILS AND REQUIREMENTS

Plan Accuracy & Legibility Sufficient for Review: Yes  No

Plat Size: Satisfactory  Unsatisfactory

Scale: Satisfactory  Unsatisfactory

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original application form by the owner and applicant and Fifteen (15) copies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Application and escrow deposit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	Proof of filing has been made, if appropriate, for soil erosion and sediment control.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	Required variance or conditional use application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Certification that property taxes, sewer fees and assessments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	Proof that filing has been made with the Hunterdon County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	Ownership disclosure statement where required by law. If a corporation or partnership, names and addresses of all officers, stockholders and/or partners with more than ten percent (10%) interest.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	All plans submitted shall be folded individually with signature block positioned in lower right adjacent to title block (to be visible when folded). Space for approval block signatures shall be adjacent to title block. Space shall be provided for signatures of Chairman, Secretary of Planning Board and Borough Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	When drawing are re-submitted, to comply with comments of the Administrative Officer for completeness, provide Fifteen (15) copies of sealed plans with revision date on each revised plan and the cover sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Name and address of owner(s), applicant(s) and subdivider(s), including telephone numbers and signatures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Name, signature, license number, seal, telephone number and address of engineer, land surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	An index sheet showing each sheet's location in relation to the overall project and list of attached drawings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Proof of ownership; if applicant is not owner, consent of owner to submit application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Key map at a scale not smaller that 1" = 2000', showing location of tract with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500' and date of current survey.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Location of tract to be subdivided in relation to entire tract and acreage of entire tract to nearest one-hundredth (0.01) acre.



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NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	Type of application, current tax map sheet, block/lot number, street address, municipality and county shown in the title block.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	New block/lot numbers confirmed with local assessor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Identification of property owners located within 200' located on the most recent tax map sheet and on the most recent tax records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	Date of original preparation/date of revisions, tract name, north arrow, reference meridian, graphic and numeric scale on each drawing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	Map to be drawn at a scale not smaller than 1" = 100'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Location of all existing/proposed structure, driveways and sidewalks on tract to be subdivided and within 200' of entire tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	Location of all existing and proposed streets, rights-of-way, easements and sight triangles, restrictions of each easement, text of restrictions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	List of zone district bulk requirements and minimum proposed bulk measurements including lot area, width at setback and street line, front, side, rear setbacks and variance or waivers required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	Building envelope with front/rear, side yard setback lines dimensioned for newly proposed and existing lots.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	Road profiles and traffic sight distances (where required by Board).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	Location of all watercourses, ponds, lakes, wetlands, swamps and other environmentally sensitive areas or significant natural terrain features on and within 50' of the site. Watercourses identified as trout production or trout maintenance as approved with buffer or required by ordinance shown. Classification of watercourse as per NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Location and acreage of all land reserved for or dedicated to public use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	Wetlands letter of interpretation from NJDEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	Topographical features of subject site, contours at two-foot intervals, on and within 50 feet of the site. The datum is to be referenced and shall be NAVD 1988, unless otherwise approved by the Borough Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Steep slopes by the following categories: 0-7.99%, 8-14.99%, 15-19.99%, 20-25% and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Location and limits of flood plain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Septic testing, design and location, date. Results of perc and soil log tests (1 per lot) with NJ licensed engineer's signature and seal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of test holes accurately designated.



# HIGH BRIDGE

## BOROUGH

Hunterdon County, New Jersey

[www.highbridge.org](http://www.highbridge.org)

Mayor Mark Desire

908-638-6455

### Municipal Land Use Office

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Evidence of personal inspection of test holes by Board of Health or its designated agents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	List of municipal, county, state and/or federal approvals or permits required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Fifteen (15) copies of plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	One (1) copy of application signed by owner and applicant.

### 6-6.5 PRELIMINARY MAJOR SUBDIVISION PLAT DETAILS AND REQUIREMENTS CHECKLIST

Prepared by P.E or L.S. Yes  No

#### General Information to be Contained in Application Package

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original application form by the owner and applicant. NOTE: All signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Ownership disclosure statement where required by law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: Signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	One (1) signed original variance application form where required. NOTE: All signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Application and escrow deposit, provided by separate checks made payable to Borough of High Bridge. Applicant may include \$10.00 fee for preparation of certified property owner's list with application fee.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	One (1) copy of the soil erosion and sediment control application that has been filed with the Hunterdon Union Soil Conservation District.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	One (1) copy of the application that has been filed with the Hunterdon County Planning Board, or a letter of non-applicability from the Hunterdon County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	Written documentation from the Borough Tax Collector that property taxes, sewer fees and assessments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	Written confirmation from the Borough Tax Assessor that proposed block and lot numbers are acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Six (6) individually bound sets of plans in standard D or E size that have been folded to fit within an 8.5" x 14" file folder. NOTE: Any applications that include plans that have not been folded correctly will be rejected out of hand and thereby deemed incomplete. Any plans that are not bound in complete sets will also be rejected out of hand and thereby deemed incomplete. Plan sets comprised of more that twenty-five (25) individual sheets may be bound in two separately folded subsets. All plan sheets in plan set must be of the same size.



# HIGH BRIDGE

## BOROUGH

Hunterdon County, New Jersey

[www.highbridge.org](http://www.highbridge.org)

908-638-6455

### Municipal Land Use Office

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Two (2) copies of a Stormwater Management Plan prepared in accordance with Article XII of the Borough Land Development Ordinances, including a maintenance and repair plan for any related improvements that are to be privately maintained.

NA	Yes	No	Item#	Description
<b>Information to be contained on face of folded plan set</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	Signature block for Board Chairperson, Board Secretary and Borough Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Project title block which includes the following information: <ul style="list-style-type: none"> <li>a) Applicant's name</li> <li>b) Street address of property that is the subject of application</li> <li>c) Type of application</li> <li>d) Tax map block and lot number of property that is the subject of the application</li> </ul>

<b>Information to be contained on Cover Sheet of plan set</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Name, mailing address, telephone number and signature of property owner and applicant. NOTE: original signature must be in <i>blue ink</i> to insure originality. Original signature may not be present for completeness review, but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: signatures must be in <i>blue ink</i> to insure originality. Original signature may not be present for completeness review, but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	Name, mailing address, telephone number, professional license number, professional seal and signature of professional in responsible charge of preparation of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Index of all sheets in plan set in order presented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Key map at a scale not smaller than 1" = 2000' showing the location of the property in question with reference to surrounding properties, rights of way, zoning districts and municipal boundaries for a distance of 500' beyond the tract boundary. Key map should also include north arrow and written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	List of all sections of the Borough Land Development Ordinances for which variances are sought and descriptions of variances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	List of all outside agency approvals required as part of project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	Date of original preparation and date of all subsequent revisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Identification of all property owners located within 200' of the tract based upon the most recent records of the Borough Tax Assessor.



# HIGH BRIDGE

## BOROUGH

Hunterdon County, New Jersey

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908-638-6455

### Municipal Land Use Office

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	List of all Borough zone district bulk requirements, existing conditions and proposed conditions upon completion of the project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	For residential subdivisions, provide the following information with regard to the Residential Site Improvement Standards: a) Certification of compliance endorsed by the professional in responsible charge of preparation of the plans. b) List of all sections of the standards the applicant is proposing to exceed. c) List of all sections of the standards for which the applicant is seeking exceptions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	All additional plan sheets are to include the professional title block currently required under state law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	All plan sheets to be numbered sequentially utilizing whole numbers and referencing total number of drawings in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	Outbound survey used in preparation of subdivision to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Final plat prepared in accordance with most recent version of the New Jersey Map Filing Law to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	North arrow with reference on all sheets containing plan views.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	Numeric and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Building envelope with front, rear and side yard setback lines with typical dimensions for all newly proposed lots and all existing lots adjacent to property that is subject of application. Delineation and area (s.f.) of unconstrained lot area and delineation of lot circle for all newly proposed lots.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Location of all existing/proposed elements of circulation system including driveways, sidewalks, rights of way, roads, traffic control and direction signs, railroads and all associated easements on tract to be subdivided and within 200'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Location of all property owned or reserved by the Borough, County, State or any other not for profit organization within 200' of tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of all existing/proposed elements of utility infrastructure including sanitary sewer, water, stormwater management, telephone, electric, gas and cable TV and all associated easements on tract to be subdivided and within 200'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Location of all watercourses, ponds, lakes, wetlands, swamps and other environmentally sensitive areas or significant natural terrain features on and within 200' of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	Location and limits of flood plain, wetlands and transition areas for property and within 200' of tract.



# HIGH BRIDGE

## BOROUGH

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908-638-6455

### Municipal Land Use Office

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Topographical features of subject site, contours at two-foot intervals for property and within 200' of tract. Datum is to be NAVD 1998.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	Steep slopes in the following categories: 8-14.99%, 15-19.99%, 20-25% and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(39)	Grading plan showing proposed contours at two-foot intervals, spot elevations at corners of all existing/proposed structures and dwellings and proposed first floor and garage floor elevations. Datum is to be NAVD 1988.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(40)	Plans and profiles of all proposed roads including existing and proposed grade along centerline, edge of pavement and right-of-way line and existing and proposed underground utilities. All profiles drawings to be at a scale of 1" = 5' vertical and 1" = 50' horizontal. Plans to be at a scale of 1" = 50'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(41)	Proposed sanitary and storm sewer profiles to be drawn at a scale of 1" = 5' and 1" = 50' horizontal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(42)	Detailed plans of any off-site and off-tract improvements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(43)	Soil Erosion & Sediment Control Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(44)	Landscaping plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(45)	Work zone safety plan and detour plans prepared in accordance with the Manual for Uniform Traffic Control Devices for any work proposed within existing Borough rights-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(46)	For lots that are to be serviced by individual subsurface sewage disposal systems, provide the locations and results of all tests conducted as part of the design/suitability investigation along with written approval of the final design by a representative of the Borough Health Department or its designated representative.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(47)	Phasing plan when the project is proposed to be developed in phases.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(48)	Fifteen (15) copies of an Environmental Impact Statement prepared in accordance with Article 6 of the Borough Land Development Ordinances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(49)	For all proposed developments generating 100 or more peak hour trips during the morning and evening as analyzed using the most recent edition of the Trip Generation Handbook of the Institute of Transportation Engineers, or if otherwise required, Fifteen (15) copies of a Traffic Impact Statement prepared in accordance with Article 6 of the Borough Land Development Ordinances.



# HIGH BRIDGE

## BOROUGH

Hunterdon County, New Jersey

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### Municipal Land Use Office

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(50)	Fifteen (15) copies of a community Impact Statement prepared in accordance with Article 6 of the Borough Land Development Ordinances.

NOTE: Once the applicant receives notification of completeness from the Borough Administrative Officer, they are required to immediately furnish the Board with Fifteen (15) copies of the complete plan set for distribution.

### 6-6.6 FINAL MAJOR SUBDIVISION PLAT DETAILS AND REQUIREMENTS CHECKLIST

Prepared by P.E or L.S. Yes  No

#### General Information to be Contained in Application Package

NA	Yes	No	Item#	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	One (1) signed original application form by the owner and applicant. NOTE: all signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	Ownership disclosure statement where required by law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: Signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	One (1) signed original variance application form where required. NOTE: all signatures must be in <i>blue ink</i> to insure originality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	Application and escrow deposit, provided by separate checks made payable to the Borough of High Bridge. Applicant may include \$10.00 fee for preparation of certified property owner's list with application fee.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	One copy of the soil erosion and sediment control application that has been filed with the Hunterdon Union Soil Conservation District.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	One (1) copy of the application that has been filed with the Hunterdon County Planning Board, or a letter of non-applicability from the Hunterdon County Planning Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	Written documentation from the Borough Tax Collector that property taxes, sewer fees and assessments are current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	Written confirmation from the Borough Tax Assessor that proposed block and lot numbers are acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	Six (6) individually bound sets of plans in standard D or E size that have been folded to fit within an 8.5" x 14" file folder. NOTE: Any applications that include plans that have not been folded correctly will be rejected out of hand and thereby deemed incomplete. Any plans that are not bound in complete sets will also be rejected out of hand and thereby deemed incomplete. Plan sets comprised of more that twenty-five (25) individual sheets may be bound in two separately folded subsets. All plan sheets in plan set must be of the same size.



# HIGH BRIDGE

## BOROUGH

Hunterdon County, New Jersey

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908-638-6455

### Municipal Land Use Office

NA	Yes	No	Item#	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	Two (2) copies of a Storm-water Management Plan prepared in accordance with Article XII of the Borough Land Development Ordinances, including a maintenance and repair plan for any related improvements that are to be privately maintained.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12)	One construction cost estimate of all municipal improvements associated with the project.
<b>Information to be contained on face of folded plan set</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(13)	Signature block for Board Chairperson, Board Secretary and Borough Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(14)	Project title block which includes the following information: <ul style="list-style-type: none"> <li>a) Applicant's name.</li> <li>b) Street address of property that is the subject of the application.</li> <li>c) Type of Application.</li> <li>d) Tax map block and lot number of property that is the subject of the application.</li> </ul>
<b>Information to be contained on cover sheet of plan set</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Name, mailing address, telephone number and signature of property owner and of applicant. NOTE: original signature may be in <i>blue ink</i> to insure originality. Original signature must not be present for completeness review but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(16)	If applicant is not owner, one (1) copy of owner's consent with original signature. NOTE: Signatures must be in <i>blue ink</i> to insure originality. Original signature may not be present for completeness review, but must be present on plan sets that are to be endorsed by Chairman.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(15)	Name, mailing address, telephone number, professional license number, professional seal and signature of professional in responsible charge of preparation of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18)	Index of all sheets in plan set in order presented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19)	Key map at a scale not smaller than 1" = 2000' showing the location of the property in question with reference to surrounding properties, rights of way, zoning districts and municipal boundaries for a distance of 500' beyond the tract boundary. Key map should also include north arrow and written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20)	List of all sections of the Borough Land Development Ordinances for which variances are sought and descriptions of variances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(21)	List of all outside agency approvals required as part of project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(22)	Date of original preparation and date of all subsequent revisions.



# HIGH BRIDGE

## BOROUGH

Hunterdon County, New Jersey

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908-638-6455

### Municipal Land Use Office

NA	Yes	No	Item#	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(23)	Identification of all property owners within 200" of the tract based upon the most recent records of the Borough Tax Assessor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(24)	List of all Borough zone district bulk requirements, existing conditions and proposed conditions upon completion of the project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(25)	For all residential subdivisions, provide the following information with regard to the Residential Site Improvement Standards: a) Certification of compliance endorsed by the professional in responsible charge of preparation of the plans. b) List of all sections of the standards the applicant is proposing to exceed. c) List of all sections of the standards for which the applicant is seeking exceptions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(26)	All additional plan sheets are to include the professional title block currently required under state law.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(27)	All plan sheets to be numbered sequentially utilizing whole numbers and referencing total number of drawings in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(28)	Outbound survey used in preparation of subdivision to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(29)	Final plat prepared in accordance with most recent version of the New Jersey Map Filing Law to be included in plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(30)	North arrow with reference on all sheets containing plan views.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(31)	Numeric and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(32)	Building envelope with front, rear and side yard setback lines with typical dimensions for newly proposed and all existing lots adjacent to property that is subject of application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(33)	Location of all existing/proposed elements of circulation system including driveways, sidewalks, rights of way, roads, traffic control and direction signs and railroads and associated easements on tract to be subdivided and within 200'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(34)	Location of all property owned or reserved by the Borough, County, State or any other not for profit organization within 200' of tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(35)	Location of all existing/proposed elements of utility infrastructure including sanitary sewer, water, stormwater management, telephone, electric, gas and cable TV and all associated easements on tract to be subdivided and within 200'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(36)	Location of all watercourses, ponds, lakes wetlands, swamps and other environmentally sensitive areas or significant natural terrain features on and within 200' of the site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(37)	Location and limits of flood plain, wetlands and transition areas for property and within 200' of tract.



# HIGH BRIDGE

## BOROUGH

Hunterdon County, New Jersey

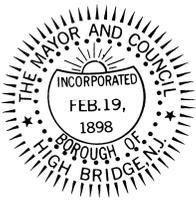
[www.highbridge.org](http://www.highbridge.org)

908-638-6455

### Municipal Land Use Office

NA	Yes	No	Item#	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(38)	Topographical features of subject site, contours at two-foot intervals for property and within 200' of tract. Datum is to be NAVD 1998.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(39)	Steep slopes in the following categories: 8-14.99%, 15-19.99%, 20-25% and above 25%. Slope categories shall be differentiated on a separate sheet through the use of diagonal and cross hatch lines with an appropriate key provided. Acreage of steep slopes within each category shall be provided. If no steep slopes are present on the tract, a note to that effect shall be placed on the cover sheet of the plan set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(40)	Grading plan showing proposed contours at two-foot intervals, spot elevations at corners of all existing/proposed structures and dwellings and proposed first floor and garage floor elevations. Datum is to be NAVD 1988.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(41)	Plans and profiles of all proposed roads including existing and proposed grade along centerline, edge of pavement and right-of-way line and existing and proposed underground utilities. All profiles drawings to be at a scale of 1" = 5' vertical and 1" = 50' horizontal. Plans to be at a scale of 1" = 50'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(42)	Proposed sanitary and storm sewer profiles to be drawn at a scale of 1" = 5' and 1" = 50' horizontal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(43)	Detailed plans of any off-site and off-tract improvements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(44)	Soil Erosion & Sediment Control Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(45)	Landscaping plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(46)	Work zone safety plan and detour plans prepared in accordance with the Manual for Uniform Traffic Control Devices for any work proposed within existing Borough rights-of-way.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(47)	For lots that are to be serviced by individual subsurface sewage disposal systems, provide the locations and results of all tests conducted as part of the design/suitability investigation along with written approval of the final design by a representative of the Borough Health Department or its designated representative.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(48)	Phasing plan when the project is proposed to be developed in phases.

NOTE: Once the applicant receives notification of completeness from the Borough Administrative Officer, they are required to immediately furnish the Board with Fifteen (15) copies of the complete plan set for distribution.



# HIGH BRIDGE

## BOROUGH

Hunterdon County, New Jersey

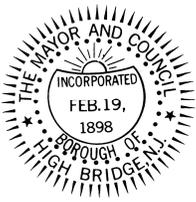
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908-638-6455

### Municipal Land Use Office

#### 7-2.1 APPLICATION FEES AND ESCROW DEPOSITS

- A.** The application charge is a flat fee to cover direct administrative expenses and is nonrefundable. The escrow account is established to cover the costs of professional services including engineering, legal, planning and other expenses for the review of the application and for the preparation of required legal documents. Sums not utilized in this process shall be returned to the applicant. If additional sums are deemed necessary, the applicant shall be notified of the required additional amount and shall add such sum to the escrow within 14 days of such notice. Statements of the escrow balance shall be available upon request not more often than monthly at a cost of ten (\$10.00) dollars each.
- B.** Where one application for development includes several approved requests, the sum of the individual required fees shall be paid.
1. In accordance with this subsection, each applicant for subdivision or site plan approval shall pay all reasonable costs for professional review of the application and for preparation of any required legal documentation, including a mandatory Developer's Agreement, plus costs incurred with any informal review of a concept plan which may have preceded the submission of a preliminary application. Additionally, each applicant shall pay all reasonable costs for the municipal inspection and testing of the improvements during installation and/or as constructed.
  2. All costs for review and for the preparation of all required legal documentation must be paid before any approved plat, plan or deed is signed; all costs for inspections must be paid before any construction permit is issued; and any remaining costs must be paid before any occupancy of the premises is permitted or a certificate of occupancy is issued.
- C.** If an Applicant desires a Court Reporter, the cost of taking testimony and transcribing it and providing a copy of the transcript to the Borough shall be at the expense of the Applicant, who shall arrange for the Reporter's attendance.
- D.** The fees and escrow accounts provided for in this section shall be required with respect to any application for development certified as complete on or after November 9, 1987. No other fees for the services described above in paragraph B shall be charged to the proponents of any such application.
- E.** Resubmission or extension of preliminary plat:
1. Resubmission: Ten percent (10%) of the original preliminary application fee but, provided that it encompasses the same land as the original submission and further provided that the resubmission is filed within six (6) months of the date of the last Planning Board action on the previous submission or if there was no Planning Board action then within six (6) months of the previous submission.
  2. Extension: Ten percent (10%) of the original preliminary application fee for each extension.



# HIGH BRIDGE

## BOROUGH

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### Municipal Land Use Office

- F.** Resubmission of final plat: Ten percent (10%) of the original final application fee if it encompasses the same land as the original final subdivision plat and provided that the resubmission is filed within three (3) years of the preliminary approval of the Planning Board.
- G.** Certificate of approval and release of two-year maintenance bond: \$25.00 fee for each lot shown on plat.
- H.** Special meeting: Special meetings of the Planning Board or Zoning Board of Adjustment made at the request of any applicant or applicant's authorized representative shall require a fee of \$250.00 to defray the costs of scheduling and holding such special meeting. This fee shall be in addition to all other fees and charges heretofore or hereafter established.
- I.** Request to amend zoning map. Any person requesting a zone change shall do so on a Zone Change Request form, available in the Borough Clerk's office, accompanied by a fee of \$250.00. Any such request shall be submitted to the Borough Clerk. Attached to the request shall be an appropriate scaled map identifying the area to be rezoned in specific relation to the neighborhood and to the entire Borough. Zone boundary lines shall be provided for an area within 1,500 feet of the proposed zone change area. Other information to be submitted shall include the rationale why a zone change is requested and the basis for the change.
- J.** In the event that the Planning Board or Board of Adjustment finds it necessary to obtain the advice or testimony of specialists or consultants in connection with an application, such specialists or consultants shall be compensated by the Applicant as reasonably required by the Board. Advice or testimony of such consultants shall be given at the hearing with full right of cross examination afforded to the Applicant.





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Municipal Land Use Office

SITE INSPECTION

Re: Lot \_\_\_\_\_ in Block \_\_\_\_\_

I, \_\_\_\_\_, the undersigned property owner, do here authorize High Bridge

Borough Officials and Board Members to inspect the property owned by

\_\_\_\_\_ at \_\_\_\_\_

High Bridge Borough, New Jersey, in connection with our application to the Board of Adjustment/Planning Board for this property.

\_\_\_\_\_  
Print (Property Owner or Authorized Agent)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Title)

Email \_\_\_\_\_

Telephone: \_\_\_\_\_



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## Municipal Land Use Office

FORM W-9 ATTACHED HERE

<b>Form W-9</b> (Rev. October 2007) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		
<b>Part I Taxpayer Identification Number (TIN)</b>		
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.		
		Social security number ..... ..... ..... or Employer identification number ..... .....
<b>Part II Certification</b>		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and		
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and		
3. I am a U.S. citizen or other U.S. person (defined below).		
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.		
<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
<b>General Instructions</b>		<b>Definition of a U.S. person.</b> For federal tax purposes, you are considered a U.S. person if you are:
Section references are to the Internal Revenue Code unless otherwise noted.		• An individual who is a U.S. citizen or U.S. resident alien,
<b>Purpose of Form</b>		• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.		• An estate (other than a foreign estate), or
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:		• A domestic trust (as defined in Regulations section 301.7701-7).
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),		<b>Special rules for partnerships.</b> Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
2. Certify that you are not subject to backup withholding, or		The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.		• The U.S. owner of a disregarded entity and not the entity,
<b>Note.</b> If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.		



# HIGH BRIDGE

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Municipal Land Use Office

### STATE OF NEW JERSEY NON-RESIDENTIAL DEVELOPMENT FEE CERTIFICATION/EXEMPTION

**SECTION A (To be completed by developer):**

**Developer**

Name of Developer:			
Address:			
Phone:	Fax:	E-mail:	

**Property Location**

County:	Municipality:	Block:	Lot:	Qual.:
Street Address:				
Date(s) on which Developer received preliminary and/or final site plan approval:				
Construction Permit Application Number:				
Date on which Developer first sought construction or demolition permit (section 37 of P.L. 2008 c.46):				

**Exempt From or Not Subject to Fee [Section Citation of P.L. 2008 c. 46(C, 40:55D-8.1 et seq.) Check one if appropriate]**

<input type="checkbox"/> Non-profit Educational Purposes [35b]	<input type="checkbox"/> Transit Hub [35b.(4)]
<input type="checkbox"/> House of Worship [35b]	<input type="checkbox"/> Transit Village [35b.(6)]
<input type="checkbox"/> Parking lots and structures [35b.(1)]	<input type="checkbox"/> Transit Hub-Light Rail [35b.(5)]
<input type="checkbox"/> Non-profit hospital relocation or improvement [35b.(3)]	<input type="checkbox"/> Public amenity (recreational, community, senior centers) [35b.(2)] (Attach Planning Board approval)
<input type="checkbox"/> State, County, and local government buildings	<input type="checkbox"/> Commercial Farm or Use Group U Buildings and Structures
<input type="checkbox"/> Approval granted prior to July 1, 2013 [37a. (1,3-5)]	

**Non exempt status [Section citation] Check one if appropriate**

<input type="checkbox"/> Prior payment or commitment for low and moderate income housing [37c]	Amount paid: \$
<input type="checkbox"/> Non-residential planned development, subject to a development or redevelopment agreement entitled to a 1% fee [37a.(2)]	
<input type="checkbox"/> Full Fee Due (2.5%)	

IF AN EXEMPTION OR REDUCED PAYMENT AMOUNT IS CLAIMED, THE DEVELOPER SHOULD ATTACH SUBSTANTIATION FOR THE CLAIM.

I, the undersigned, understand that this declaration and its contents may be disclosed or provided to the State of New Jersey and that any false statement contained herein may be punished by fine, imprisonment, or both. I further declare that I have examined this declaration and, to the best of my knowledge and belief, it is true, correct and complete.

Signature of Developer:	
Name:	
Title:	Date:

**SECTION B (To be completed by assessor):**

	Estimated		Final	
Assessed Value	\$	E1	\$	F1
Director's Ratio	%	E2	%	F2
Equalized Assessed Value	\$	E3	\$	F3
Existing Equalized Assessed Value – If new construction, use \$0.00/NA	\$	E4	\$	F4
Amount on Which Fee is Calculated	\$	E5 (E3-E4)	\$	F5 (F3-F4)
<b>Non-residential Development Fee</b>	\$	E6 (E5 X 2.5%)	\$	F6 (F5 x 2.5%)

Signature of Assessor:	Date
Name:	Exempt: <input type="checkbox"/>

**SECTION C (To be completed by municipality)**

Payment Amount: \$	Amount should equal E6 or F6
Payment received by ( name):	
Signature:	
Name:	
Title:	Date: