

Proof of Service: _____
Taxes Paid: _____
Fees Paid: _____

Application No: _____
Name: _____
Date: _____

MOUNTAIN LAKES PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT

APPLICATION for SUBDIVISION AND SITE PLAN REVIEW

- Major Site Plan Review
- Major Subdivision
- Minor Site Plan Review
- Minor Subdivision

Check List and Application Form – 15 (original and 14 copies) for **minor subdivisions or site plans**.
20 (original and 19 copies) for **major subdivisions or site plans**.

Plans - Three (3) - 24" x 36" (sealed original & 2 copies) for **minor subdivisions or site plans**,
Six (6) - 24" x 36" (sealed original and 5 copies) for **major subdivisions or site plans**,
Fourteen (14) sets of all plans in 11" x 17" and a PDF version of all plans email to the Board Administrator

Professional Reports and/or Letters– All reports must include a professional summary and be emailed to the Board Administrator. Provide three (3) hard copies of all reports for **minor subdivision or site plans** and six (6) hard copies of all reports for **major subdivision or site plans**.

1. Applicant's Name _____
 Address _____
 _____ Phone _____
 Email: _____
 Applicant is: Corporation _____ Partnership _____ Individual Owner _____ LLC _____
 Other _____

2. Owner's Name _____
 Address _____
 _____ Phone _____
 Email: _____

3. Engineer/Surveyor
 Name _____ Seal No. _____
 Address _____
 _____ Phone _____
 Email: _____

5. Attorney's Name _____
 Address _____
 _____ Phone _____
 Email: _____

Application No.: _____

Name: _____

6. Requested Action:

Minor Site Plan Approval

Major Site Plan Approval

Preliminary, less than 10 acres or less than 10 dwelling units

Preliminary, over 10 acres or 10 or more dwelling units

Final

Conditional Use Approval

Minor Subdivision Approval

Major Subdivision Approval

Preliminary, less than 10 lots

Preliminary, more than 10 lots

Final

7. Location of Project: Block _____ Lot(s) _____ Zone _____
Address _____

8. Size of Lot or Tract (Square feet, acres) _____

9. Current Use of Property _____

10. Proposed Use of Property _____

11. Waivers Requested (list ordinance references, if applicable) _____

12. Variances Requested (list ordinance references, if applicable) _____

Application No.: _____

Name: _____

13. Project Description

<u>Item</u>	<u>Ordinance Requirement</u>		<u>Proposed</u>	
a. Number of Lots				
b. Lot Sizes, sq. ft.				
c. Lot Frontage(s)				
d. Lot Depth(s)				
e. Setbacks:	<u>Building</u>		<u>Parking</u>	
	<u>Required</u>	<u>Proposed</u>	<u>Required</u>	<u>Proposed</u>
Front				
Side, Left				
Side, Right				
Rear				
f. Height: Stories				
Feet				
g. Building Area				
h. Building Floor Space				
i. Building Coverage %				
j. Improved Coverage %				
k. Number of Off-Street Parking Spaces				
l. Number of Loading Spaces				
m. Buffers toward Residential Areas				
n. Accessory Structures Setbacks				
o. Height				

14. Utilities: Public Water? _____ Public Sewer? _____

Application No.: _____

Name: _____

15. Enclosures

Attached

Item

() a. Maps, Listed: _____

() b. Reports, General; Listed: _____

() c. Environmental Impact Statement

() d. Soil Erosion and Sedimentation Control Plan

() e. Surface Water Management Plan

() f. Groundwater Management Plan in the Prime Aquifer Area

() g. Landscaping Plan

() h. Covenants, Easements or Deeds: Listed: _____

() i. Previous Resolutions:

() j. Soil Moving Application

() k. Developer's Agreement

() l. Performance/Maintenance Bonds; Listed: _____

() m. Checklist

() n. Notice of Public Hearing Form

() o. List of Surrounding Property Owners

() p. Other: _____

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

FLOOR AREA RATIO CALCULATION (Existing & Proposed)
-See Appendix A
FOR A SUBDIVISION WHERE THERE IS AN EXISTING HOUSE

Owner _____
 Address _____
 Block Number _____ Lot(s) _____
 Zone _____ Permissible FAR, % _____

For Proposed House or Addition:

	Areas (sq. ft.)							
	Basement		1 st Floor		2 nd Floor		*Upper Story	
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
Area of Basic House Footprint								
Additional Factored Area for Cathedral Ceiling								
Additions								
Over Attached Garage								
Bay Window								
Heated Porches, Entries and Breezeways								
Garage Space Greater than 500 square feet								
Roofed Porches, Breezeways & Decks over 500 sq ft								
Other								
Deductions								
SUB-TOTALS								
	TOTAL FLOOR AREA (sq. ft.)							

* The gross area of the full floor of any story containing a half-story, as defined.
 Divide the Total Floor Area by the Site Area to get the Actual FAR in percent.

Seal:

	Existing	Proposed
Total Floor Area (sq. ft.)	_____	_____
Site Area (sq. ft.)	_____	_____
Actual FAR, %	_____	_____

Certified by: _____ Print Name: _____
 License #: _____ Date: _____

***This worksheet must be completed, sealed and certified by a licensed architect or engineer**

**IMPROVED LOT COVERAGE CALCULATION (Existing & Proposed)
-See Appendix A**

Owner _____
 Address _____
 Block Number _____ Lot(s) _____
 Zone _____ Permissible Coverage, % _____

	Existing Area (sq. ft.)	Proposed Area (sq. ft.)	Remarks
Area of Basic House Footprint			
Additions			
Attached Garage			
Detached Garage			
Entries & Steps			
Porches, Breezeways & Roofed Decks			
Patios & Terraces			
Driveways & Parking Lots (paved or otherwise)			
Sidewalks & Walkways			
Tool Sheds			
Swimming Pools			
Walls			
Other			
TOTAL IMPROVED AREA			

Divide the Total Improved Area by the Site Area to get the Actual Coverage in percent.

Seal: **Existing** **Proposed**
 Total Improved Area (sq. ft.) _____
 Site Area (sq. ft.) _____
 Actual Coverage, % _____

Certified by: _____ Print Name _____
 License #: _____ Date: _____

Mountain Lakes, NJ 07046

NOTICE OF PUBLIC HEARING

To: _____
Owner of Premises:

Please take notice that the undersigned has filed an application with the Mountain Lakes
() Planning Board or () Zoning Board of Adjustment for: _____

Relief is sought from: _____

To permit: _____

The subject premises include: Block _____ Lot(s) _____

Address: _____

A public hearing has been scheduled for _____ in the Borough Hall, 400 Boulevard Mountain Lakes, N.J. for 7:30 p.m., and when the case is called you may appear and be heard either in person or by agent or attorney and present any comments which you may have with respect to the granting of the relief sought in the petition. This notice is given by the applicant, as required by the Municipal Land Use Law (MLUL).

The application and documents relating to said application are on file with the Planning Board at the Borough Hall and may be examined during their regular business hours of 8:45 am and 4:00 pm.

Respectfully,

(Applicant)

Application No. _____

BOROUGH OF MOUNTAIN LAKES
Mountain Lakes, NJ 07046

AFFIDAVIT OF SERVICE OR MAILING AND OF PUBLICATION OF NOTICE
For Application to
THE PLANNING BOARD or ZONING BOARD OF ADJUSTMENT

State of New Jersey:

: SS:

County of Morris:

1. _____ of full age, being duly sworn according to law, upon his/her deposes and says that he/she resides at _____ in the municipality of _____, County of _____ and state of _____ and that _____, is the applicant in the proceeding before the Planning Board or Zoning Board of Adjustment in the Borough of Mountain Lakes, New Jersey relating to the premises designed as Block _____, Lot(s) _____, which property is located at _____ Mountain Lakes, New Jersey.
2. On _____, I personally served and/or deposited in the United States mail, with postage fully prepaid thereon, Notices with respect to commencement of a public hearing in connection with this application at the Mountain Lakes Planning Board or Zoning Board of Adjustment meeting scheduled for _____. A copy of the Notice is annexed hereto.
3. The Notices we personally served or were mailed by certified mail to property owners within 200 feet of the subject property in accordance with a current list of parties certified by Mountain Lakes annexed hereto. Notices were similarly sent to county and state or other agencies, utility companies and/or others as required by the Municipal Land Use Law.
4. Receipted copies of Notices which were personally served are annexed hereto.
5. As to all Notices which were sent by certified mail in accordance with applicable law, copies of the receipts for mailing are also annexed hereto.
6. In addition, I caused the text of the Notice to be published in _____ on _____. A copy of the newspaper's Affidavit is annexed hereto.

Date: _____

Signature of Affiant

Sworn to and subscribed
before me, this ____ day
of _____, 20____.

Notary Public