

Application No.: _____

Name: _____

**CHECKLIST OF
SITE PLAN SUBMISSION REQUIREMENTS**

Mountain Lakes Planning Board or Zoning Board of Adjustment

References are to Chapter 245-67 of the Land Use Ordinances.

(X)- Included

(W) – Waiver

- () A1 Name and Address of applicant and owner.
- () A2 Tax Map block and lot numbers.
- () A3 Name, title, professional seal and signature of person preparing the plat.
- () A4 Place for the Chairman, the Administrative Officer of the Planning Board and the Borough Engineer to sign.
- () A5 Scale shall equal 50 feet to the inch except, for one acre or less, the scale shall be 20 feet to the inch.
- () A6 Date and revision dates of drawings.
- () A7 North arrow.
- () A8 Key map showing the entire plan and its relation to surrounding areas. Where required for a public hearing, the key map shall show the name and location of all property owners within 200 feet, with block and lot numbers.
- () A9 Name and location of all contiguous property owners, with block and lot numbers.
- () A10 Existing zoning and zone boundaries and contiguous zone classifications.
- () A11 All existing and proposed streets within 200 feet.
- () A12 Area of lot.
- () A13 Lot frontage and lot depth.
- () A14 All existing and proposed bearings and all setback lines.
- () A15 Present and proposed elevations based on New Jersey Geodetic Control Survey Datum, at two-foot contour intervals and delineate slopes of 15% or greater.
- () A16 Location, size and nature of all existing and proposed right-of-way easements and other lands if any to be dedicated to the Borough.
- () A17 Location and type of all existing and proposed storm drainage facilities, watercourses and ditches, water lines and sanitary sewer lines.
- () A18 Location of all trees with a 6" DBH or greater and tree masses.
- () A19 Location of all existing and proposed buildings.
- () A20 The location of all structures within 200 feet of the property.
- () A21 Location of off street parking areas with dimensions showing parking spaces, loading docks, access drives and a traffic circulation pattern showing all ingress and egress means to site.
- () A22 Location and description of all proposed signs and exterior lighting.
- () A23 Location, type and size of electric, telephone, cable television and gas mains and appurtenances, both above and below ground.
- () A24 All landscaping, fences, walls, hedges or similar facilities.
- () A25 The first floor plan and front elevation of all proposed buildings.
- () A26 Environmental impact statement for major site plans.

SITE PLAN CHECKLIST (CONT'D)

- () A27 Soil erosion and sedimentation control plan.
- () A28 Surface water management plan.
- () A29 Wellhead Protection Area Compliance.
- () A30 Landscape Plan.
- () A31 Wetlands and transition area delineation or waiver approved by the NJDEP.
- () A 32 Historic Preservation Checklist for Certification delivered to Historic Preservation Committee.

Name _____ Date _____

4/2025