

ATTACHMENT 2  
**Borough of Lebanon**  
**APPLICATION CHECKLIST**

SEE LAND USE REGULATIONS SECTION 165-41  
 Adopted October 18, 2023

Name of Application \_\_\_\_\_

Appl. No. \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

Date Filed \_\_\_\_\_

An application shall not be considered complete until all the materials and information specified below have been submitted, unless upon receipt of a written waiver request from the applicant, a specified requirement is waived by the municipal agency. The waiver request shall be granted or denied within 45 days of receipt of said request. If an item is considered by the applicant to be "Not Applicable", a waiver request should be made.

ITEM NUMBER	MINOR		MAJOR				VARIANCE			ITEM DESCRIPTION	APPLICANT MARK	STATUS	BOROUGH MARK	COMMENTS
	SUBDIVISION	SITE PLAN	PRELIM.	FINAL	40:55D-70									
			AMENDED PRELIM.	AMENDED FINAL	(a) & (b)	(c)	(d)							
1	<input checked="" type="checkbox"/>	Calculation of the application fee (Section 165-14)	<input checked="" type="checkbox"/>	COMPLIES										
2	<input checked="" type="checkbox"/>	Individual checks made out to Lebanon Borough in the amount calculated for the application fee escrow.	<input checked="" type="checkbox"/>	COMPLIES										
3	<input checked="" type="checkbox"/>	A completed Checklist (latest revision) with written explanations of all requested completeness waivers.	<input checked="" type="checkbox"/>	COMPLIES										
4	<input checked="" type="checkbox"/>	Six (6) completed application forms. 10 additional copies to be provided to the Board Administrator upon completeness determination.	<input checked="" type="checkbox"/>	COMPLIES										
5	<input checked="" type="checkbox"/>	Completed Escrow Agreement signed by owner and applicant.	<input checked="" type="checkbox"/>	COMPLIES										
6	<input checked="" type="checkbox"/>	Certification from the Lebanon Borough Tax Collector that all taxes and assessments on the property are paid in full.	<input checked="" type="checkbox"/>	COMPLIES										
7	<input checked="" type="checkbox"/>	Certification that the applicant is the owner or authorized agent, or consent of owner to file the application.	<input checked="" type="checkbox"/>	COMPLIES										
8	<input checked="" type="checkbox"/>	Certification from the Tax Assessor approving the block and lot designations.	<input checked="" type="checkbox"/>	COMPLIES										
9	<input checked="" type="checkbox"/>	An engineer's estimate of all the site improvements identified on the preliminary plan,	<input checked="" type="checkbox"/>	COMPLIES										

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									which remain to to be completed at the time of final plat submission.		WAIVER			
10					•	•			improvements identified on the approved preliminary plans, whether completed or remaining to be completed.		COMPLIES			
11	•	•	•	•					• Six (6) Environmental Impact Statements in accordance with Section 165-72, including a Letter of Interpretation from the NJDEP. 10 more copies to be submitted upon completeness determination.		COMPLIES			
12	•	•	•	•					Six (6) StormWater Management Plans in and post- development calculations and drainage area maps. 6 more copies to be submitted upon determination of completeness.		COMPLIES			
13	•	•	•	•	•	•			• A copy of the entire plan set, submitted in pdf or other digital format approved by the Land Use Board Administrator		COMPLIES			
14	•	•	•	•	•	•			• A digital copy of any plan requiring new lot lines, the creation of new lots, easements, restrictions and or right-of-way dedications, in a format approved by the Borough Engineer.		COMPLIES			
15					•	•			Deed descriptions including metes and bounds for all easements and right of way dedications, as required per the Preliminary approval		COMPLIES			
16	•	•	•	•	•	•	•		• Six (6) black/blue prints prepared by a New Jersey professional engineer or land surveyor. Each sheet must be signed and sealed by the appropriate professional. 10 more copies to be submitted when determined complete.		COMPLIES			
									<b><u>Plans shall show or include the following:</u></b>					
17	•	•	•	•	•	•	•		• Map of the entire tract on one sheet at a scale of no less than 1-inch = 200 feet.		COMPLIES			
18	•	•	•	•	•	•	•		• Layout, grading drainage, utility and all other detailed maps at a scale of no less than 1-inch = 30 feet.		COMPLIES			
									A Key Map showing the entire site, the		COMPLIES			

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19	•	•	•	•	•	•			•	surrounding area (at least 1000 feet from the property) and any and all zone district boundary lines in the surrounding area.				
											WAIVER			
20	•	•	•	•	•	•			•	Site name.		COMPLIES		
											WAIVER			
21	•	•	•	•	•	•				source (i.e. deed, filed map, etc.) of the		COMPLIES		
											WAIVER			
22										Name and address of the following:				
a.	•	•	•	•	•	•			•	Professional responsible for preparing the plans.		COMPLIES		
											WAIVER			
b.	•	•	•	•	•	•				Owner of the site, and		COMPLIES		
											WAIVER			
c.	•	•	•	•	•	•				Applicant		COMPLIES		
											WAIVER			
23	•	•	•	•	•	•			•	Date of the plans and revision block identifying any and all revisions.		COMPLIES		
											WAIVER			
24	•	•	•	•	•	•			•	Approval signature block for Board Chairman, Secretary and Borough Engineer.		COMPLIES		
											WAIVER			
25	•	•	•	•	•	•			•	The name of the owner and the block and lot designation of any and all property located within 200 feet of the site.		COMPLIES		
											WAIVER			
26	•	•	•	•		•				Existing contours at 2 feet intervals within the site and within 100 feet of the tract.		COMPLIES		
											WAIVER			
27	•	•	•	•	•	•			•	The tax map sheet, block and lot numbers.		COMPLIES		
											WAIVER			
28	•	•	•	•	•	•			•	All existing streets, roads, watercourses and water bodies on the property and within 500 feet		COMPLIES		

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														of the property.		
29	•	•	•	•	•	•	•	•	•	•				Lot line dimensions. Original boundary survey used to prepare the plan should be provided with the application.		
30	•	•	•	•	•	•	•	•	•	•				Location of all existing structures on the property, and within 100 feet of the property. Adjacent property lines to be shown.		
31	•	•	•	•	•	•	•	•	•	•				Location of all proposed streets, property lines, lot lines and areas. All lot areas to be shown in acres and square feet. The area within the maximum depth of measurement should be identified if different from entire area.		
32	•	•	•	•	•	•	•	•	•	•				Dimensional ties from existing structures to property lines. Ties from proposed structures to property lines for site plans. A minimum of two ties per structure.		
33	•	•	•	•	•	•	•	•	•	•				Building envelope of each proposed lot as defined by the minimum yard setbacks required by the zoning ordinance.		
34	•	•	•	•	•	•	•	•	•	•				Schedule of applicable zoning regulations pursuant to Section 165-86.		
35	•	•	•	•	•	•	•	•	•	•				Existing wells and septic systems on the property and within 100 feet of the property.		
36	•	•	•	•	•	•	•	•	•	•				Location of any flood hazard areas, wooded areas, stone rows, tree rows, rights of way and structures on the property.		
37	•	•	•	•	•	•	•	•	•	•				Copies of all easements, covenants and deed restrictions including metes and bounds descriptions, on or affecting the property in question. Show all easements on the plan.		
38		•		•		•								Use of existing and proposed buildings by floor area. Floor area and ground area of existing and proposed buildings in square feet.		
39		•		•		•								Parking requirement calculations and the location of the parking area. The actual spaces should be designated for existing parking areas. Show dimensions from parking spaces to the		

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									property lines, street and structures. Show loading areas.		WAIVER			
40		•	•	•					Plans, profiles and cross sections of all streets prepared pursuant to Section 165-73.		COMPLIES			
41	•	•	•	•					permeability test results for each proposed lot or use if on-site sewerage disposal system proposed.		COMPLIES			
42									A site plan for any manufacturing or industrial use as permitted in the C-ROM and ROM Zones shall be accompanied by the following:		COMPLIES			
a		•		•					A description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials from which products are to be manufactured.		COMPLIES			
b		•		•					A statement containing estimates of daily water consumption, volume and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities.		COMPLIES			
c		•		•					A statement on the anticipated number of shifts and number of employees per shift.		COMPLIES			
43			•	•	•	•			Residential cluster details including amount and location of common open space to be provided, location and description of common facilities and a description of the organization to be established for the ownership and maintenance of any common space.		COMPLIES			
44				•		•			Elevations at the corners of all proposed buildings, paved areas and property corners, if new buildings or paved areas are proposed.		COMPLIES			
45			•	•					site and off-site improvements (i.e. curb, pavement, sidewalk, drainage structures, lighting, etc.)		COMPLIES			
46		•		•		•			Location of any solid waste storage facilities.		COMPLIES			
											WAIVER			

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47	•	•	•	•	•	•				Public utility "will serve" letters.	COMPLIES			
48			•	•		•				A Landscaping Plan in accordance with Section 165-77 at a scale of no less than 1-inch = 30 feet	COMPLIES			
49			•	•		•				A Lighting Plan in accordance with Section 165-74 at a scale equal to the scale of the landscaping plan	COMPLIES			
50	•		•	•		•				A Soil Erosion and Sediment Control Plan in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey.	COMPLIES			
51	•	•	•	•		•				Plans and profiles of utility layouts (i.e. sanitary sewers, storm sewers, water mains, gas and electric) prepared pursuant to section 165-73	COMPLIES			
52			•	•		•				Specific location and design of traffic control devices, signs and traffic signals.	COMPLIES			
53		•		•					•	Preliminary architectural plans for proposed buildings or structures, including floor plans and elevations.	COMPLIES			
54				•		•				Location and treatment of proposed entrances and gates to public rights of way, including use of signals, channelization and all other traffic alterations.	COMPLIES			
55				•		•				Location and dimensions of all off street loading areas.	COMPLIES			
56			•	•	•	•			•	Location, specifications and lighting for all outdoor signage.	COMPLIES			
57					•					All certifications and signature lines in accordance with the Title Recordation Law (formerly the Map filing Law).	COMPLIES			
58					•					Location and description of all monuments, whether found or to be set in accordance with the Title Recordation Law.	COMPLIES			
										The tract boundary lines, right of way lines and easement areas shall be defined with accurate	COMPLIES			

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59					•				dimensions including bearings and distances, curve data including central angle, radius, arc and accurate dimensions to the actual street intersections.		WAIVER			
60					•				A certification from the applicant's engineer stating that the final plat conforms to the preliminary plat as submitted and approved.		COMPLIES			
61					•				The entire tract on one sheet at the same scale as the Tax Map sheet it appears on.		COMPLIES			
62						•			As-built drawings depicting all the proposed site improvements approved during the preliminary site plan application and any deviations noted in the actual constructed improvements.		COMPLIES			
63	•	•	•	•	•	•	•	•	NJ Highlands Consistency Determination in accordance with Section 165-41.1C		COMPLIES			

Application Deemed Complete:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This completeness determination subject to the applicant providing certified proof of the distribution of plans to the outside review agencies and Board consultants as indicated below:

<u>Agency</u>	<u>Consultant</u>
Clinton Town Water Co. (if public water)	Board Attorney
Lebanon Borough Bd of Health (if well or septic)	Board Engineering Expert
NJDCA	Board Planner
Lebanon Fire Dept	
NJSP Police	
Lebanon Borough Sewer Authority	
Hunterdon Cty Bd of Health (if well or septic)	
Lebanon Boro Env. Comm.	

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	SUBDIVISION	SITE PLAN	AMENDED	AMENDED								
			PRELIM.	FINAL								
					(a) & (b)	(c)	(d)					

Application Incomplete pending the Board's determination regarding the following written waiver requests:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Application Incomplete with the following information to be submitted or written waiver requests provided:

By: \_\_\_\_\_ Date: \_\_\_\_\_