### ORDINANCE NO. 2024-18

## AN ORDINANCE REPLACING THE LAND USE SUBMISSION CHECKLIST

WHEREAS, the Borough of Flemington desires to update its land use submission checklist; and

WHEREAS, it is to the benefit of the Borough and Borough citizens to do so.

**BE IT THEREFORE ORDAINED**, by the Borough Council of the Borough of Flemington in the County of Hunterdon and State of New Jersey that Chapter 15 of the Code of the Borough of Flemington, County of Hunterdon, State of New Jersey is hereby amended as follows:

### **SECTION I. Submission Checklist**

Attachment 1 to Chapter 15 as referenced by Section 1516 of the Borough Code is hereby deleted and replaced with the attached document.

## **SECTION II. Severability:**

Each section, subsection, sentence, clause, and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause, and phrase, and finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause or reason shall not affect any other portion of this Ordinance.

### **SECTION III. Effective Date:**

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

Introduced: July 12, 2024

Adopted: August 12, 2024

ATTEST:

Marcia A. Karrow, Mayor

Carla Conner, Borough Clerk

TO BE COMPLETED BY THE BOROUGH OF FLEMINGTON

Application Fee Paid: Escrow Fee Paid:

Application Received:

Application No.:

Applicant Name:	ini	20	. 100	
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Applicant Phone No.:	e No.:			
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Owner Name:				
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Project Name:			* *	L
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Checklist Prepa	Checklist Prepared by (Name of Applicant or Agent);	olicant or Agent):		
Signature of Applicant:	pplicant:			

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Application Fee Submitted: \$ Escrow Deposit Submitted: \$

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	<b>H</b>	✓REQUIRED DOCUMENTS (T¢ BE SUBMITTED WITH APPLICATION)	A. Application and escrow fee with separate computation calculation.	V B. Seven (7) copies of the completed application form. Seven (7) copies of the completed checklist.	C. Applicant's Disclosure Statement if filled as a corporation, as required by N.J.S.A. 40:55D-48.1.	D. A list identifying required or requested variances,	✓ E. Certification from the Borough of Flemington Water and Sewer Departments, that sewer and water	charges, and/or late fees, interest and other assessments are paid to-date.	F. Certified list of property owners within 200".	G. Signed escrow agreement.	H. Completed Form A from the Borough of Flemington Sewer Utility and Water Department.	. Proof of submission for Public Utility Services (electric and gas).	J. Five (5) copies of a Title Search identifying any protective covenants or deed restrictions applying to the	land being subdivided or developed along with a copy of the deed(s) of record.	K. Five (5) copies of all deeds with Metes and Bounds description showing dimensions, bearings, curve	data, radii, arcs, chords and central angles for proposed lots including remaining land use parcel.	L. Five (5) copies of all deeds with Metes and Bounds description showing dimensions, bearings, curve	data, radii, arcs, chords and central angles for existing and proposed centerlines, and easement	dedications including dedication of addition road right-of-way.
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BOROUGH OF FLEMINGTON, HUNTERDON COUNTY, NJ		✓ REQUIRED DOCUMENTS (TO BE SUBMITTED WITH APPLICATION)	M. Submission of Resolutions appliable to the property or submission of a certification that an OPRA request was submitted and yielded no results.	N. Completed application with appropriate fees and required information submitted directly to these Agencies with copies provided to the Borough for verification of these submissions.	1. Hunterdon County Planning Eoard, as applicable.	2. Hunterdon County Soil Conservation District, as applicable.	O. Certification from the Borough of Flemington Tax Collector that all taxes and assessments on the property are current.	P. Soil permeability tests and soil kgs conducted on the property in question (if applicable, for Stormwater Management Facilities in accordance with NJDEP BMP Manual Chapter 12).	<ul> <li>Written verification of proposed fax block and lot numbers and street address as assigned by the local Assessor.</li> </ul>	R. Three (3) copies and a digital copy of drainage calculations and drainage area maps analyzing existing and proposed conditions as required by the Borough's Stormwater Control Ordinance.	S. If applicable, seven (7) copies and a digital copy of a published map delineating floodway and flood hazard areas by FEMA, or in the atisence of such information, flood hazard area and floodway calculations with cross sections of existing stream utilizing one of the methods listed in NJAC 7:13.	T. Seven (7) copies and a digital ccpy of Environmental Impact Statement (as applicable in accordance with Section 1514).	U. Seven (7) copies and a digital ccpy of Wetlands report and map showing wetlands delineation, prepared by a Professional Wetlands Consul; ant pursuant to the NJ Wetlands Protection Act 9. Board will consider a request for waiver if sufficient evidence is presented to determine that there is no impact on any wetland area.	V. If issued, a copy of a Letter of In arpretation for Wetlands from NJDEP Land Use Regulations, or Letter of Exemption from NJDEP Bureau of Flood Plain Management, and documentation sent to NJDEP.	W. Written statement submitted by applicant identifying request for walver of checklist requirement (if any), design waivers or exceptions, including justification or explanation why its not applicable.	X. Site photographs.	Y. Seven (7) copies and a digital ccoy of Traffic Impact Statement.	V Z. Electronic Submission of all items.
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BOROUGH OF FLEMINGTON, HUNTERDON COUNTY, NJ	Variance Site Plan Subdivision TO BE COMPLETED BY THE TO BE COMPLETED BY	$\neg$	(a) (b) (c) (d) (d) (d) (e) (e) (e) (e) (e) (e) (e) (e) (e) (e	directly to the Board Engineer and a digital copy of all plans. One (1) hard copy and digital copy must be sent directly to the Board Engineer and one (1) hard copy and digital copy must be sent directly to the Board Traffic Engineer. Documents prope by certified and sealed by the appropriate N.J. Licensed professional persons (P.E., P.L.S., P.P., C.L.A., R.A.). All plans must be collated and folded with the title block, date and revision date showing.	ン ン ン ン ン ン Name, address, email and teleptione number of the owner and applicant.	3. Names of all current property owners within 200° of the property and property lines of all parcels within 200° identified on most recent tax map sheet.	4. Plans must Identify the following:	ン / / / / / / a. Name of Development.	ン ン ン ン ン ン Lotal area of development property in acres and square feet and delineate the tract boundary with a heavy solid line.	V V V V V V V V C C. Date of original preparation and all revisions of each document submitted with number of sheets.	V V V V V V O d. North arrow and reference ineridian.	ン ン ン ン ン と Graphic and written scale.	/ / / f. Number of proposed tots with area in square feet.	C    C    C    C    G. Tract zone and schedule of existing zoning criteria and proposed conditions including bulk requirements such as lot area width, depth, yard setbacks, building coverage, open space, parking, etc. Existing and proposed impervious coverage calculation and identify if the property is located in a Historic District.	V V V V V V V V V N Tax map sheet, block and list numbers, county, name of municipality and street location.	ン ン ン i. Reference bench mark identified and shown.	> > > > > > I. Name, signature, license number, seal, address & telephone of person/firm involved in the preparation of plans.	ership and certification of owner noted on the plast I am the owner of this property and consen		V V V V V V V B Block for signature of Chairperson, Board Secretary, Clerk and Board Engineer.	\ \ \ \ \ \	30' 30' 30' 30' 50' 50' 50' 60' 8. Map drawn at scale of not less than (1"=as noted) sheet size of 11"x17", 24"x36" or 30"x42".	Y Y Y Y Y Y Y Y BY Wap drawn at a scale of not less than 1"=200' showing the development and surrounding properties	10. Existing and proposed topography shown as follows:	/ /   a. Contours at 5' intervals, Interpolated for U.S.C. and G.S. Map for entire tract.	b. Contours at 2' intervals for area of proposed lots or proposed development (verified in field).	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	く / / / / / / d. All elevations based on NA/D 88.
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BOROUGH OF FLEMINGTON, HUNTERDON COUNTY, NJ			✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)	11. Plans showing existing and proposed streets and street names including:	a. Field cross-sections at 50' intervals drawn at a scale of 1"=5' vertical; 1"-1'-horizontal.	b. Centerline plan and profiles drawn at a scale of 1"=50' horizontal; 1"=5" vertical based upon field	survey data. Corresponding filan and Profile information must be shown on the same sheet.	<ul> <li>Centerline curve data including central angle, tangent distance, radius, arc length, chord distance and chord bearing.</li> </ul>	d. Sight triangles and easements associated with them.	12. Signed and Sealed Plan drawn from actual and current boundary survey of property and certified as	description of all physical survey evidence as found in the field, including encroachments. Provide a legend	indicating monuments found and to be set as specified by Map Filing Law or Borough Ordinance.	13. Building envelopes, size and location of any existing or proposed structures, with setback lines shown	and dimensioned for all existing and proposed structures from property lines.	14. Existing and proposed property lines shown based on NAD 83, showing bearings, distance and radius	with indication of source data and approximate dimensions of proposed lot lines. All curves shall show	radius, arc length, chord bearings and distance, tangent and center angle. Plan must be prepared by a	licensed surveyor.	15. Plan indicating location and purpose for existing or proposed restrictions of any easement, or land reserved for open space, parks, other recreational areas or any other use.	16. Net and dross lot areas area of roads and area of districtions calculated in soft and 1/1000 acre for	each existing and proposed lots.	17. Location of existing wells and septic systems on site and within 100' of property.	18. Location of all man-made and natural features including but not limited to: list historic buildings within	200', dedicated open space, culvers, structures, drain pipes, water courses, railroads, bridges, wooded	areas, rock outcrops, underground storage tanks, tences, wetlands (specific source and notation if there	are any wetlands present), swamps, buildings, streets, drainage right-of-way and easements.	19. Plan and profile drawings of all existing and proposed storm drainage (including drainage swales) and	sanitary sewer layouts, drawn at a scale of 1"=50' vertical.	20. Płan drawings of all existing and proposed public water if applicable.	<ol> <li>Plan drawings of all existing and proposed gas services.</li> </ol>	22. Plan drawings of all existing electric service with proposed underground service.	<ol> <li>Locations of all attempted permieability and soil log data certified by a licensed Professional Engineer (for Stormwater Management Facil ites in accordance with NJDEP BMP Manual Chapter 12).</li> </ol>
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BOROUGH OF FLEMINGTON, HUNTERDON COUNTY, NJ			✓REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)	24. All existing streets, water cours'ss, floodways or flood hazard areas, depth to seasonal high water table 0-1', soils, wooded areas with trees measuring 8" or greater caliper (4" above ground), wellands or other environmentally sensitive areas on and within 200' of site. Location of any flood hazard areas with delineation and elevation of 100-year flood boundary. Include noted source of flood plain delineation documentation.	25. Detailed Landscaping plan indivating:	a. Existing trees which will remain or be removed including tree preservation details.	b. Proposed landscaping overlaid on grading plan including location, botanical name, common names, size, quantity, planting and staking/guying details, mulched areas specifying type thickness and edge of mulched area. Specify whether plants are container grown, balled and burlapped (B&B) or bare root (BR).	26. Appropriate details to Borough, County and State Standards including, but not limited to: sidewalks, curbs, paving, street signs, drainage, etc.	27. Soil erosion and sediment control plans. If more than 5,000 s.f. of disturbance is proposed as part of this application, show soil types and boundaries pursuant to Hunterdon County Soil Survey, including	analysis for development capability and information concerning fill material for any filled soil area.	29. Proposed grading plan including spot and finished floor elevations, elevations at corners of building	30. A schedule of required sign standards, such as sign area, and sign height, setbacks with dimensions, elevations and details of all existing and proposed signs including method of illumination.	31. Lighting plan and details for proposed or replacement lighting, including location, type, wattage, height pattern, footcandles, and color temperature.	32. Parking and Loading:	a. Specifications and location of proposed surface paving and curbing, including streets.	<ul> <li>b. Location capacity and dimensions of existing and proposed off-street parking and loading areas including documentation of ADA compliance for handicap stalls and accessible route.</li> </ul>	<ul> <li>c. Calculations of the number of parking spaces required by the Ordinance for standard and ADA parking.</li> </ul>	d. Aisle widths.	e. Entrance and exit vehicular circulation patterns including truck furning templates.	f. Details of traffic control devices with direction of traffic flow.	g. Location of fire lanes and other parking restrictions.
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LAND DEVELOPMENT REVIEW CHECKLIST BOROUGH OF FLEMINGTON, HUNTERDON COUNTY, NJ

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NR Checklist Item NOT REQUIRED	OT REQUIRED for this type of Application		
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RD-W RECOMMEND DE	RECOMMEND DENIAL of requested WAIVER		
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