

TOWNSHIP OF HARDING

ORDINANCE 17-2024

ORDINANCE OF THE TOWNSHIP OF HARDING, COUNTY OF MORRIS, STATE OF NEW JERSEY, AMENDING CHAPTER 225, SECTIONS 41, 42, AND 43

WHEREAS, Harding Township is required must handle all applications for development with consistent uniformity and in accordance with the Municipal Land Use Law, N.J.S.A. 40:55-1, *et seq.* (“MLUL”); and

WHEREAS, Harding Township currently has a Planning Board and Zoning Board Application Process Policies and Procedures, with the latest version dated January 1, 2018; and

WHEREAS, due to the passage of time, certain portions of the Policies and Procedures requires certain amendments; and

WHEREAS, with the amendment for the Policies and Procedures, Checklists A, B, and C, which are codified at Chapter 225, Sections 41, 42, and 43 of the Township Code, respectively, require amendments; and

WHEREAS, Harding Township seeks to amend the Planning Board and Zoning Board Policies and Procedures as well as the portions of the Township Code containing Checklists A, B, and C; and

NOW, THEREFORE, BE IT ORDAINED, by the Township Council of the Township of Harding, County of Morris, State of New Jersey, as follows:

Purpose: The purpose of this ordinance is to Chapter 225, Sections 41, 42, and 43, with the current checklists.

SECTION 1. The Municipal Code, Chapter 225, Section 41, “Checklist A: Application for Development: Subdivisions and Site Plans,” is hereby amended pursuant to **Exhibit A** of this Ordinance, with demarcated changes outlined in red or green.

SECTION 2. The Municipal Code, Chapter 225, Section 42, “Checklist B: Application for Variance or Appeal to the Board of Adjustment,” is hereby amended pursuant to **Exhibit B** of this Ordinance, with demarcated changes outlined in red or green.

SECTION 3. The Municipal Code, Chapter 225, Section 43, “Checklist C: Special flood hazard development permits,” is hereby amended pursuant to **Exhibit C** of this Ordinance, with demarcated changes outlined in red or green.

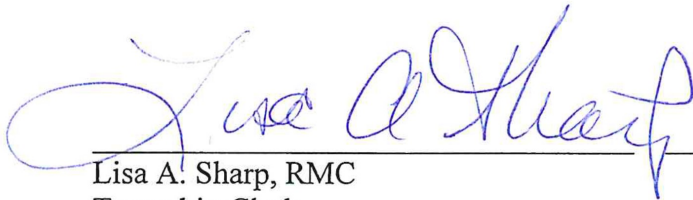
SECTION 4. This ordinance may be renumbered for the purposes of codification.

SECTION 6. This ordinance shall take effect twenty (20) days following final passage, approval, and publication as required by law.

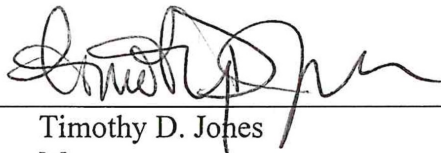
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ATTEST:

TOWNSHIP OF HARDING:



Lisa A. Sharp, RMC
Township Clerk



Timothy D. Jones
Mayor

INTRODUCED: July 15, 2024

ADVERTISED: July 18, 2024

PUBLIC HEARING: August 19, 2024

ADOPTED: August 19, 2024

ADVERTISED: August 22, 2024

Vote on Adoption:

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN
Ms. Chipperson		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Lacz	2nd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Platt		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yates	1st	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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EXHIBIT A
Checklist A



**TOWNSHIP OF HARDING
PLANNING BOARD/BOARD OF ADJUSTMENT
APPLICATIONS FOR DEVELOPMENT:
SUBDIVISIONS AND SITE PLANS**

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 723

CHECKLIST A

§225-41

Appendix 1B

APPLICANT: _____

BLOCK: _____ LOT: _____

For initial submission only, please submit 1 paper copy of the application with the application and technical review fees and a PDF file of the application and plans with the check listed items. Once the application is reviewed by the Board professionals, 15 copies of the completed application, plans and PDF files will be required for the hearing at least 10 days prior to the hearing.

The checklist applies to all applications for subdivision and site plan approval EXCEPT:

- Applications to the Board of Adjustment for variances NOT involving a subdivision of site plan; appeals of decisions of the Zoning Officer and requests for interpretations or for the direction of issuance of building permits.
- Applications to the Planning Board involving only an application for a special flood hazard development permit.

Check off each item submitted and any waivers requested with the checklist requirements. In the case of an application for final site plan approval, the applicant shall submit all items required for preliminary site plan approval in final form.

SUBMISSION REQUIREMENTS	Minor Subd.	Minor Site Plan	Prel. Major Subd.	Prel. Site Plan	Final Major Subd.	Final Site Plan	Submitted	Waiver Request
A "dot" in the column to the right of each indicates requirement.								
A. DOCUMENT SUBMISSION								
1. Application Forms: 15 completed copies of required application form(s) and checklist(s). Indicate "n/a" for any item that is not applicable. If a subdivision or site plan application involves a variance, the applicant shall also file an application for a variance.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
2. Application and Technical Review Fees: Application and technical review fees, escrow agreement and W-9 in accordance with Chapter 171 of the Harding Township Code.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
3. Board of Health Approval: 15 copies of the written approval by the Township Board of Health of the adequacy of any existing individual sewage disposal system or of plans for sewage disposal, or its acceptance of soil log and percolation test data indicating suitability for an individual sewage disposal system.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
4. NJDEP Letter of Interpretation (LOI): If wetlands are present or one or more wetland indicators are present (pursuant to NJAC 7:7A-1 et seq.) on the site, submit 15 copies of the Letter of Interpretation from the NJDEP indicating the presence or absence approved delineation, classification and transition area.	•	•	•	•			<input type="checkbox"/>	<input type="checkbox"/>
5. Morris County Planning Board: A fully completed application to the Morris County Planning Board.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
6. Applicant Ownership List: If the applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners at least 10% of any class of its stock or at least 10% of the partnership interest. Please attach.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
7. Surrounding Owners List: A list, certified by the Township Tax Assessor, of the names and addresses of all property owners, municipalities (other than the Township), counties (other than Morris County), and Township registered cable television and utility companies within 200' of the property.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
8. Tax Certification: A certification from the Tax Collector that all property taxes and assessments currently due have been paid, or provision for payment of such taxes and assessments.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
9. Environmental Impact Statement (EIS): 15 copies of the EIS in accordance with Article XII of Chapter 225 of the Harding Township Code.			•	•			<input type="checkbox"/>	<input type="checkbox"/>

10. Stormwater Management Report and Computations: Submit 15 copies of the Stormwater management report and/or calculations (see items 45 and 46 in section below).			•	•			<input type="checkbox"/>	<input type="checkbox"/>
11. Historic Preservation Report: 15copies of the response from the Historic Preservation Commission if the property is an Independent Site or in a Historic District.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
12. Township Engineer’s Certification of Improvements Completed: If a subdivision and some or all improvements have been completed, submit 15-copies of certification by the Township Engineer that all improvements that have been installed are in accordance with the approved preliminary plans.					•		<input type="checkbox"/>	<input type="checkbox"/>
13. Previous Applications: If there has been a previous application to the Planning Board or the Board of Adjustment involving the subject property within the last three years, submit 15 copies of an explanation as to the nature, date and disposition of such application. (please attach to application form)	•	•	•	•			<input type="checkbox"/>	<input type="checkbox"/>
14. Conservation Easements-Baseline Documentation: Submit a report in accordance with this Chapter documenting the current condition of land encompassed within proposed easements including but not limited to photographs, surveys of buildings, structures, vegetation, trails and water bodies and any proposed restrictions.	•	•	•	•			<input type="checkbox"/>	<input type="checkbox"/>
15. Soil Erosion and Sediment Control Plan Certification: 3 copies of an application for projects that are subject to Article XVII (Soil Erosion and Settlement Control) of the Township code.	•	•	•	•			<input type="checkbox"/>	<input type="checkbox"/>
16. Aerial Photos:15 paper copies and one digital copy (PDF Adobe file)of aerial photos of subject tract on a single 11x17 sheet with the following information added to the air photos: a. Existing tract boundaries b. Proposed lot boundaries and building setback lines c. Proposed lot numbers d. Proposed roadways and associated transition areas e. Existing wetlands and associated transition areas f. Existing waterways, water bodies and associated riparian buffers g. Flood hazard areas, floodways and stream encroachment lines	•	•	•	•			<input type="checkbox"/>	<input type="checkbox"/>
17. Digital Copies of Plans: A digital copy of the submitted plans in a PDF Adobe file. For applications requiring Morris County Planning Board approval, digital submittals shall be prepared according to standards used by the Morris County Planning Board as described in Digital Mapping Submission Standards of the Land Development Standards of the County of Morris, New Jersey, as ma be modified or amended in the future.	•	•			•	•	<input type="checkbox"/>	<input type="checkbox"/>
B. PLAN SUBMISSION								
1. 15 paper copies and a digital PDF Adobe file copy of any required site plan, subdivision plat, map, survey, sketch or drawing which shall comply with and/or contain the following:	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
2. The plat or plan clearly and legibly drawn or reproduced on a sheet size either 24x36 inches, showing the entire tract on 1 sheet, at a scale: • If a subdivision (minor or major) , not smaller than 1”=100’ • If a minor site plan, not smaller than 1”=100 and not larger than 1”=10’ • If a major site plan, not smaller than 1”=50 and not larger than 1’=10’ • Digital copies must be submitted in a PDF file or other acceptable electronic storage media in Adobe format. Each plan sheet shall be a separate file, shall be digitized and shall be suitable for posting on the Township website.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>

3. The plat or plan and other maps prepared, signed and sealed by an NJ licensed land surveyor, engineer, professional planner, registered architect, or registered landscape architect, subject to the restrictions of such license or registration.	•	•	•	•	•	•	□	□
4. On each plan sheet, the title block containing the name of the property owner or development name, if any, existing lot and block numbers, the name, the address and telephone number of the plan preparer, the date prepared, the date and purpose of last revision.	•	•	•	•	•	•	□	□
5. The scale of the map, both written and graphic.	•	•	•	•	•	•	□	□
6. North arrow giving the reference meridian on all plan views.	•	•	•	•	•	•	□	□
7. A space for the signatures of the Chairman and the Board Secretary.	•	•	•	•	•	•	□	□
8. A Space for the signature of the Township Engineer.		•		•	•	•	□	□
9. The names, addresses and telephone numbers of all applicants and owners.	•	•	•	•	•	•	□	□
10. A list of the names and address of all property owners, municipalities (other than the Township), counties (other than Morris County), and all township-registered utility and cable television companies within 200' of the property.	•	•	•	•	•	•	□	□
11. A key map at a scale of not smaller than 1"=1,000' showing location of the tract (with any proposed lot lines) in relation to the surrounding area within 2,000 including the location of all zoning district boundaries and historic districts designated in the Harding Township Master Plan and/or listed on the State and/or National register.	•	•	•	•	•	•	□	□
12. Zone district and zone boundaries of the subject property and adjoining property and all zone requirements and limitations pertinent to the subject property, indicated on the plans both in tabular form and graphically. If existing structures are to remain, include the total square footage and the building area of each structure in the zoning data table.	•	•	•	•	•	•	□	□
13. Indicate whether the site is within (or partially within) a historic district designated in the Harding Township Master Plan, and whether the site, building(s), or district is listed on the State or National Historic Register.	•	•	•	•	•	•	□	□
14. The location, bearings and distances of all existing and proposed lot lines to the nearest hundredth of a foot.	•	•	•	•	•	•	□	□
15. The block and lot numbers of adjoining lots and, if a subdivision, proposed block and lot numbers approved by the Township Tax Assessor.	•	•	•	•	•	•	□	□
16. Lot frontage of each existing and proposed lot measured in feet, accurate to the nearest hundredth of a foot.	•	•	•	•	•	•	□	□
17. The total area, and the area of each existing and proposed lot, private road, or and in public right-of-way and any commonly owned contiguous property, in acres if 1 acre or over in acres and square feet in under 1 acre, un each case accurate to the nearest 0.0001 of an acre.	•	•	•	•	•	•	□	□
18. The location of all setback lines, the building envelope, and in the R-1 and RR Zone, a 100' by 100' square located within the building envelope displaying topographic elevations based upon a field survey at each corner of the square.	•	•	•	•	•	•	□	□
19. The location on the property and the use of all existing and proposed buildings and structures or proposed additions thereto, with distances to the nearest existing and proposed lot lines measured in feet, accurate to the nearest hundredth of a foot.	•	•	•	•	•	•	□	□
20. An indication of any structures to be removed, demolished or relocated on the site and the proposed location of any structure to be relocated on the site.	•	•	•	•	•	•	□	□

21. The location of existing catch basins, bridges, culverts, storm drains, waterlines, sanitary sewer lines, wells, gas lines, telephone lines, utility easements, sewage disposal systems, bridle paths, drainage easements and conservation easements (specifying land benefited and burdened by each easement) within the site and, if a preliminary major subdivision or site plan, within 200' of the tract.	•	•	•	•	•	•	□	□
22. The location, names (if any) and dimensions of any existing or proposed public and private roads, road rights-of-way, and access easements on the property and, if a preliminary major subdivision or site plan, within 200' of the tract, specifying the ownership of each such road and the land to be benefited and burdened by each such access easement.	•	•	•	•	•	•	□	□
23. The location of all existing driveways, shoulders, curbing, walkways, fences, walls, parking spaces, loading areas, on the site and whether any of the foregoing are to be removed.	•	•	•	•	•	•	□	□
24. Natural features such as watercourses and rock formations on the site and within 200' thereof, except that if a minor site plan only within the proposed area of soil disturbance.	•	•	•	•	•	•	□	□
25. Soil boundary lines and types within the property as shown by the current Morris County Soil Survey Maps	•	•	•	•	•	•	□	□
26. The delineation of flood hazard areas, including floodways and flood fringe areas, 100-year flood elevations, stream encroachment lines, riparian buffers, wetlands and wetland transition areas, as approved in a LOI issued by NJDEP.	•	•	•	•	•	•	□	□
27. If a minor subdivision, contour lines at intervals of 10' within the site and within 200' thereof.	•						□	□
28. If a minor site plan, elevation contours and spot elevations within the area of soil disturbance.		•					□	□
29. If a major subdivision, contour lines at intervals of not more than 5' where the slope is 20% or greater, and at intervals of not more than 2' where the slope is less than 20%, within the site and within 100' thereof.			•				□	□
30. If a site plan, contour lines at intervals of 2' where the slope is greater than 4% and at intervals of 1' where the slope is 4% or less, within the site and within 50' thereof.				•		•	□	□
31. If in the R-1 or RR Zone and slopes of 8% or greater are present on the property, the topographic information and other requirements contained in section §225-95.	•	•	•	•		•	□	□
32. In the R-1 and RR zones, a landscape plan for revegetating disturbed areas after construction if land disturbance is proposed in connection with driveway or utility improvements in slope areas of 25% or greater.	•	•	•	•		•	□	□
33. The location of wooded areas within the tract and within 200' thereof, and <u>isolated</u> trees 8" or more in diameter, measured 4.5' above ground level, designating species of each isolated tree shown within the tract, except that, if a minor site plan, only within the proposed area of soil disturbance. If a major subdivision, the location of all trees 8" or more in diameter, measured 4.5' above ground level, and other specimen trees or vegetation which may be affected by the construction of proposed roads or drainage improvements.	•	•	•	•		•	□	□
34. The location of the Tree Conservation Area along all perimeter lot lines of existing and proposed lots located in the RR, R-1, R-2, R-3 and R-4 Zones.	•	•	•	•	•	•	□	□
35. The location of any required or proposed buffers or landscaped areas.	•	•	•	•		•	□	□
36. A Landscape Plan including an indication of existing vegetated areas and tree preservation measures and details, and specifications for the types, quantity, size and location of all proposed vegetation specifying the scientific and common names of vegetation.	•		•	•		•	□	□
37. A detailed grading plan showing spot elevations along building lines, at building corners, low points and high points and along curb lines.						•	□	□
38. Soil erosion and sediment control plan, if required by §225-89 to §225-94.	•	•	•	•		•	□	□
39. If the property is to be served by one or more new individual sewage disposal systems, the location of all soil test pits, disposal area(s) required by	•	•	•	•		•	□	□

the Board of Health, and a certification by the NJ licensed engineer who performed the tests as to accuracy of test results and whether a septic system can be designed as may be needed for each lot in compliance with local and state requirements.									
40. Detailed plans and design of any proposed individual sewage disposal system.						●	<input type="checkbox"/>	<input type="checkbox"/>	
41. Where applicable, plans, profiles and construction details for sanitary sewer lines, showing feasible connections to existing or proposed sanitary sewer system, and all other information required by the NJDEP and any other governmental entity for sewerage facilities.			●	●		●	<input type="checkbox"/>	<input type="checkbox"/>	
42. Where applicable, plans for connections to water lines, gas, electric, cable and telephone, showing feasible connections to existing or proposed utility systems.			●	●		●	<input type="checkbox"/>	<input type="checkbox"/>	
43. Plans, profiles and cross sections of proposed roads including typical pavement sections.			●				<input type="checkbox"/>	<input type="checkbox"/>	
44. If a site plan, plans, profiles and cross sections of proposed circulation drives, parking areas and spaces and loading areas, including typical pavement sections.				●		●	<input type="checkbox"/>	<input type="checkbox"/>	
45. Plans for the control of surface drainage including profiles and cross sections of drainage lines and facilities showing feasible connections to existing or proposed drainage systems, drainage computations, and a topographic map showing drainage area boundaries and soil boundaries thereof and land use boundaries.			●	●		●	<input type="checkbox"/>	<input type="checkbox"/>	
46. Plans, profiles, cross sections, structural drawings and design calculations for proposed stormwater detention facilities showing compliance with appropriate runoff requirements.			●	●		●	<input type="checkbox"/>	<input type="checkbox"/>	
47. The elevation of all catch basins and manhole inverts and grates or rims.						●	<input type="checkbox"/>	<input type="checkbox"/>	
48. If a site plan, preliminary architectural plans for all proposed buildings and structures (including a description of the combustible nature of construction materials) showing building dimensions, floor elevations, entrance locations, rooftop mechanical equipment and preliminary finished grade contours of all proposed buildings and structures and the proposed floor areas, floor area ratio, lot coverage, and the calculations of such floor areas, floor area ratio and lot coverage, where applicable.		●		●		●	<input type="checkbox"/>	<input type="checkbox"/>	
49. Proposed features such as outdoor storage areas, outdoor mechanical equipment, solid waste and recycling areas, service areas, utility buildings and structures, and fences or walls, including all building or structure dimensions	●	●	●	●		●	<input type="checkbox"/>	<input type="checkbox"/>	
50. If a site plan, a detailed plan for proposed exterior lighting and lighting visible from the exterior.				●		●	<input type="checkbox"/>	<input type="checkbox"/>	
52. If a site plan, a detailed plan for proposed exterior lighting and lighting visible from the exterior.	●		●	●		●	<input type="checkbox"/>	<input type="checkbox"/>	
53. 3 sets of Construction Plans for major subdivisions including all improvements and plan details approved as part of the preliminary subdivision plans and including the following: a. Locations and elevations of at least 2 elevation benchmarks within the property. b. Final plans, profiles and construction details for any water lines and/or sanitary sewer and all other information required by NJDEP for any sewerage facilities. c. Final plans, profiles and construction details for the drainage system and structural details for all detention facilities. d. Final plans, profiles and cross sections of proposed road and all other proposed or required improvements, in accordance with Township Ordinances, showing proposed and existing grade lines, quantities of earthwork and typical section of roadway pavement. e. Final landscape plans.						●	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
54. Bearing or deflection angles and radii, arcs and central angles of all curves in roads, driveways and property lines.						●	●	<input type="checkbox"/>	<input type="checkbox"/>

55. If a subdivision, the location and description of existing and proposed monuments and distances between them.					•		<input type="checkbox"/>	<input type="checkbox"/>
56. If a subdivision, a final plat drawn to the requirements of the Map Filing Law with spaces for appropriate signatures by the owner, land surveyor and required township officials.					•		<input type="checkbox"/>	<input type="checkbox"/>
57. Detailed plans, including location and elevation of all utilities.						•	<input type="checkbox"/>	<input type="checkbox"/>
58. A statement as to any existing protective covenants, deed restrictions, easements and rights-of-way affecting the use of the property.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
59. The size, shape, location and purpose of any required conservation easement (including the proposed location and design of required boundary markers) and of any other proposed easement or area to be used for bridle paths, common recreation facilities, conservation or to be dedicated to public use, and the nature of any use other than residential.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
60. A statement on the plat or plan providing for the sharing of the responsibility of lot owners or users for perpetual maintenance of any shared privately owned roads, driveways, parking and/or loading areas, recreation facilities, open space, sewage disposal facilities, water lines, and stormwater facilities.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>
61. If a planned development: a. Gross site area, net residential site area (total and per lot), floor area ratio of gross and net residential site areas and residential density. b. Common open space for active recreation and maximum diameter of circle inscribed in open space area. c. Net habitable floor area, total floor area, number of bedrooms and bedroom sizes for each dwelling unit. d. Length of each building or other straight façade. e. The shortest building setback from the property line where a single-family dwelling exists on the adjoining lot. f. The setback of the structure from a nearby stream, if necessary to show compliance with a minimum of 50'. g. The window area and floor area of each living and sleeping room.							<input type="checkbox"/>	<input type="checkbox"/>
62. Documentation concerning the timing of construction for all principal and accessory structures on the property, including copies of prior surveys and all zoning, building and Board of Health approvals.	•	•	•	•	•	•	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: The Board may require the submission of a traffic engineering study prepared by a qualified traffic engineer for major subdivisions and site plans.

- Adopted: 9/4/02 (Ord. 11-02)
- Amended: 3/19/03 (Ord. 5-03)
- Amended: 6/4/03 (Ord. 12-03)
- Amended: 11/3/04 (Ord. 22-04)
- Amended: 4/16/08 (Ord. 5-08)
- Amended: 10/21/09 (Ord. 12-09)
- Amended: 12/16/09 (Ord. 14-09)
- Amended: 3/29/11 (Ord. 4-11)

TOWNSHIP OF HARDING

ORDINANCE 17-2024

**ORDINANCE OF THE TOWNSHIP OF HARDING, COUNTY OF MORRIS, STATE
OF NEW JERSEY, AMENDING CHAPTER 225, SECTIONS 41, 42, AND 43**

EXHIBIT B

Checklist B



**TOWNSHIP OF HARDING
BOARD OF ADJUSTMENT
VARIANCE/APPEAL**

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 723

**CHECKLIST B
§225-42**

Appendix 1C

APPLICANT _____

BLOCK _____ LOT _____

For initial submission only, please submit 1 paper copy of the application with the municipal and technical review fees and a PDF file of the application and plans with the checklisted items. Once the application is deemed complete, 10 copies of the completed application, plans and PDF files will be required to be submitted for the hearing at least 10 days prior to the hearing.

This checklist is required for all applications to the Board of Adjustment for a variance pursuant to NJSA 40:55D-70 (c) or (d). This checklist is also required for any other type of application to the Board of Adjustment other than for subdivision or site plan approval (for which Checklist A is also required), including appeals from decisions of the Zoning or Tree Conservation Officer, requests for interpretation of a zoning ordinance or requests pursuant to NJSA 40:55D-34 through 36. All plats or plans shall be prepared, signed and sealed by a NJ licensed land surveyor, engineer, professional planner, registered architect, or registered landscape architect, subject to the restrictions of such license or registration.

SUBMISSION REQUIREMENTS	Sub- mitted	N/A	Waiver Requested
A. DOCUMENTS TO BE SUBMITTED			
1. <u>Application Form</u> : 10 copies of the fully completed application form/notice of appeal along with 10 copies of this checklist. (Appendix 1A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <u>Application and Technical Review Fees</u> : Application and technical review fees, escrow agreement and W-9 in accordance with Chapter 171 of the Harding Township Code. (Appendices 1K, 1L, and 1M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <u>Applicant Ownership List</u> : If the applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners owning at least 10% of any class of its stock or at least 10% of the partnership interest. Please attach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>Board of Health Approval</u> : 10 copies of the written approval of the Township Board of Health of the adequacy of any existing individual sewage disposal system or of plans for sewage disposal, or its acceptance of soil log and percolation test data indicating suitability for an individual sewage disposal system(s). (Appendix 1G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <u>Surrounding Owners List</u> : A list, certified by the Township Tax Assessor, of the names and address of all property owners, municipalities (other than the township), counties (other than Morris County), and township-registered cable television and utility companies within 200' of the property. (Appendix 1I)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <u>Tax Certification</u> : A certification from the Tax Collector that all property taxes and assessments currently due have been paid, or provision for payment of such taxes and assessments. (Appendix 1J)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <u>Zoning Table</u> : 10 copies of the fully completed Zoning Requirements form. (Appendix 1E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <u>Historic Preservation Commission</u> : 10 copies of the response from the Historic Preservation Commission if the property is a Contributing Property or in a Historic District. (Appendix 1Q)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <u>NJDEP Wetlands LOI</u> : 10 copies of a Letter of Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. PLANS TO BE SUBMITTED			
1. Submit 10 copies of any available architectural drawings, sketches or other materials showing elevations of the proposed building or structure and/or improvements, and floor plans, if applicable, including all building dimensions, building height, and scale of the map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Submit 10 copies of a survey or plan based on a survey identifying the proposed project for which relief is sought, containing the following items:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. On each plan sheet, the title block containing the name of the property owner, existing lot and block numbers, the name, address and telephone number of the plan preparer, the date prepared, the date and purpose of the last revision. If plans not signed by a licensed surveyor then an original signed and sealed survey map must be included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The scale of the map, both written and graphic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. North arrow, giving the reference meridian on all plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The names, addresses and telephone numbers of all applicants and owners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The zone district and zone boundaries of the subject property and adjoining property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. The location and use of all existing and proposed buildings and structures and any proposed additions, fences, walls, walkways, driveways, parking areas, and other improvements on the site, indicating setbacks from all lot and road lines. Indicate any buildings, structures or other improvements that are proposed to be removed or relocated as part of the application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

g. All lot dimensions and lot area, the location of all setback lines and adjoining public and private roads, including the location of road right-of-way lines and edge of pavement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. The location of all existing subsurface wastewater disposal systems, stormwater and potable water lines and wells, and setbacks required by the Board of Health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. If the property is proposed to be served by a new or expanded individual sewage disposal system, show the location of the disposal area(s) and all setbacks required by the Board of Health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. The location of the Tree Conservation Area along all perimeter lot lines of lots located in the RR, R-1, R-2, R-3 and R-4 Zones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. The location of any existing/proposed landscaped areas or bridle trails.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. A statement as to any existing protective covenants, deed restrictions, easements and rights-of-way affecting the use of the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. A statement as to any existing protective covenants, deed restrictions, easements and rights-of-way affecting the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. For all accessory structures existing on the subject property, the applicant must provide documentation that they lawfully exist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Prepared by:

Susan C. Kimball, PP

Adopted 9/4/02 (Ord. 11-02)

Amended 11/3/04 (Ord. 22-04)

Checklist B Variance Rev 11-3-04.doc

TOWNSHIP OF HARDING
ORDINANCE 17-2024
ORDINANCE OF THE TOWNSHIP OF HARDING, COUNTY OF MORRIS, STATE
OF NEW JERSEY, AMENDING CHAPTER 225, SECTIONS 41, 42, AND 43

EXHIBIT C
Checklist C



**TOWNSHIP OF HARDING
PLANNING BOARD
SPECIAL FLOOD HAZARD PERMIT
CHECKLIST C**

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 723

Appendix 1D

§225-43

Applicant: _____

Block: _____

Lot: _____

This checklist applies to all applications to the Planning Board (or a committee thereof) for special flood hazard development permits.

SUBMISSION REQUIREMENTS	Sub mitted	N/A	Waiver Requested
1. The names and addresses of all property owners, municipalities (other than the township) and counties (other than Morris County) within 200 feet of the subject property, together with the names and addresses of all public utilities, cable television companies and local utilities registered with the township, as certified by the Township Tax Assessor. This information shall also be shown on the plat or plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A map, survey, sketch or drawing prepared and signed by a licensed New Jersey land surveyor, a licensed New Jersey engineer, a licensed New Jersey professional planner, a registered architect and/or a registered landscape architect, subject to the restrictions of such license or registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The address of the property subject to the application and zone in which it is located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The name, address and telephone number of the applicant and, if the applicant is represented by an attorney, the name, address and telephone number of the attorney.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A certification from the Township Tax Collector that all property taxes and assessments currently due have been paid, or provision for payment of such taxes and assessments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Submittal of all required fees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. A certification of a licensed professional engineer or architect that the design and methods of construction for any proposed nonresidential structure are in accordance with accepted standards of practice for meeting the floodproofing requirements of §225-104B(2).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. A description of the extent to which any watercourse will be altered or relocated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If wetlands are present or one or more wetland indicators are present (pursuant to N.J.A.C. 7:7A-1 et seq.) on the site (as required to be delineated pursuant to Item 11.I hereinafter), the applicant shall submit a Letter of Interpretation from the New Jersey Department of Environmental Protection indicating the presence or absence, approved delineation, classification and transition area of such wetlands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Any other data necessary to ascertain whether the proposed development complies with all applicable general and specific standards for flood hazard reduction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Fifteen (15) copies of any required map, survey, sketch or drawing, which shall comply with, contain or be accompanied by the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. The location of all on-site existing and proposed principal and accessory structures or alterations thereto with dimensions from the nearest existing and proposed lot lines measured in feet accurate to nearest hundredth of a foot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Indication of any structures to be removed, demolished or relocated on the site and the proposed location of any structure to be relocated on the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. The title block (in the lower right-hand corner if possible) containing the name, address and telephone number of the preparer, the existing lot and block numbers, the date prepared and the date of the last revision and development title, if any.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The scale of the map, both written and graphic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. North arrow giving reference meridian on all plan views.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. The location of all setback lines and possible location of any minimum building envelope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. The location of existing catch basins, bridges, culverts, storm drains, sanitary sewer lines, waterlines, wells, gas lines, telephone lines, utility easements, sewage disposal systems, bridle paths, drainage easements and conservation easements (specifying land benefited and burdened by each easement) on the site and within 200 foot thereof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Natural features, such as watercourses and rock formations, on the site and within 200 feet thereof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. The delineation of flood hazard areas (including floodways, and flood fringe areas) stream encroachment lines, wetlands and wetland transition areas as approved in a letter of Interpretation from the New Jersey Department of Environmental Protection, and the basis for establishment or delineation thereof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

J. The location of wooded areas within the tract and within 200 feet thereof and isolated trees 6 inches or more in diameter, measured 4 feet above ground level, designating the species of each isolated tree shown on the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. The location, dimensions and elevations of the flood hazard area (including floodway and flood fringe areas), fill areas, areas of outdoor stored materials and drainage facilities on the site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. The location and elevation of the lowest floor (including the basement) of all existing and proposed structures, and elevation to which any structure has been floodproofed, by reference to National Geodetic Vertical Datum of 1921.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Revised 9/4/02 (Checklist Name) Ord. 11-02
Checklist.doc