



BOROUGH OF ATLANTIC HIGHLANDS
COUNTY OF MONMOUTH
ORDINANCE 07-2024

**AN ORDINANCE OF THE BOROUGH OF ATLANTIC HIGHLANDS, COUNTY OF
MONMOUTH AND STATE OF NEW JERSEY AMENDING ATLANTIC HIGHLANDS'
DEVELOPMENT PLAN CHECKLIST**

WHEREAS, the Borough of Atlantic Highlands ("Borough") is a municipal entity organized and existing under the laws of State of New Jersey and located in Monmouth County; and

WHEREAS, the Municipal Land Use Law at N.J.S.A. 40:55D-28 permits the governing body to adopt or amend a zoning ordinance after the planning board has adopted the land use plan element and the housing plan element of a master plan, and specifies that all of the provisions of such zoning ordinance or any amendment or revision thereto shall either be substantially consistent with the land use plan element and the housing plan element of the master plan or designed to effectuate such plan elements; and

WHEREAS, the Borough of Atlantic Highlands adopted its last Master Plan in May 2019; and

WHEREAS, the Borough of Atlantic Highlands requires all applicants wishing to go before the Planning Board to complete a Development Plan Checklist and provide the required documentation and materials therein before their application is deemed complete and heard; and

WHEREAS, N.J.S.A. 40:55D-10.3 designates that development checklists or amendments thereto must be adopted by Ordinance; and

WHEREAS, the Borough Council of the Borough of Atlantic Highlands has determined that in light of the foregoing it is in the best interest of the Borough to adopt and implement this Ordinance that is in keeping with goals of the Master Plan and is in best interest of the Borough and health, safety and welfare of its residents and visitors;

NOW THEREFORE, BE IT ORDAINED by the Mayor and Borough Council of the Borough of Atlantic Highlands, County of Monmouth and State of New Jersey that the Atlantic Highlands Borough Development Checklist be amended as follows:

Motion: Introduce Ordinance 07-2024, **Moved by** Councilman Dougherty; **Seconded by** Councilman Crowley
Vote: Motion carried by roll call vote (**summary:** Yes = 6).

Yes: Councilman Colasurdo, Councilman Crowley, Councilwoman Cusack, Councilman Dougherty, Councilwoman Forbes, Councilman Murphy

No: None

Absent: None

I, Michelle Clark, Municipal Clerk of the Borough of Atlantic Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Regular Meeting, held February 22, 2024, WITNESS my hand this 23rd day of February 2024.

Michelle Clark, Municipal Clerk



**BOROUGH OF ATLANTIC HIGHLANDS
DEVELOPMENT PLAN CHECKLIST**

DATE: _____

PROJECT NAME: _____

OWNER: _____

ENGINEER/DESIGNER: _____

PERSON COMPLETING THIS FORM: _____

RELATIONSHIP TO OWNER: _____

LOCATION OF SITE: BLOCK _____ LOT _____

STREET ADDRESS: _____

THIS FORM MUST BE COMPLETED AND RETURNED TO THE BOARD SECRETARY WITH THE SITE PLAN, SUBDIVISION OR VARIANCE APPLICATION WHEN FILED. ALL OF THE FOLLOWING ITEMS MUST BE SHOWN ON THE SUBMITTED PLANS OR ATTACHED THERETO OR FILED FOR THE APPLICATION TO BE CONSIDERED FOR COMPLETENESS REVIEW.

If a waiver is requested from any of the following items, the items should be checked where provided and an explanation of the reasons for the waiver explained under Section U

A. FILING DATA

MINOR, PRELIMINARY & FINAL PLAN APPLICATION

**TO BE CHECKED
BY APPLICANT**

**DO NOT USE
OFFICE USE ONLY**

WAIVER

WAIVER YES NO

_____ 1. 18 Paper copies of plans and specifications _____ _____ _____

_____ 2. 18 Copies of completed application _____ _____ _____

_____ 3. Zoning Officer's written review _____ _____ _____

**TO BE CHECKED
BY APPLICANT**

**DO NOT USE
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WAIVER

WAIVER YES NO

_____	_____	4. Soil removal permit signed by Borough Engineer	_____	_____	_____
	_____	5. Certification by Tax Collector that all taxes and water/sewer bills are paid – including current taxes and assessments for local improvements	_____	_____	_____
	_____	6. Applicable filing fees	_____	_____	_____
	_____	7. Three copies of performance guarantee approved by the Borough Attorney and Borough Engineer, and cash portion of performance guarantee			
_____	_____	8. Staging Plan, if applicable	_____	_____	_____
	_____	9. Letters from each utility stating that they will provide service to the proposed facility	_____	_____	_____
	_____	10. Any resubmission must conform to items 1 & 2 inclusive, and item 8	_____	_____	_____
	_____	11. Current letter from Borough Engineer certifying that he they have assigned block and lot numbers	_____	_____	_____
	_____	12. Deeds of easement, right of way, drainage, sewer, light, open space, etc., approved by Borough Attorney and Borough Engineer	_____	_____	_____
_____	_____	13. Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership	_____	_____	_____
_____	_____	14. Prior to final submission, a list of proposed Street names must be submitted to the Board Secretary	_____	_____	_____
_____	_____	15. Corporate Resolution authorizing officers to act, if applicant is corporation	_____	_____	_____

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_____	_____	16. Fees and application for Monmouth County Planning Board, if applicable	_____	_____	_____
	_____	17. All plats must have the correct and only the correct signature blocks. Applicant and owner shall sign appropriate signature blocks in black ink	_____	_____	_____
	_____	18. For all applications having a public hearing, an Affidavit of Notice must be filed prior to placing on the agenda for the public hearing together with a copy of the certified mail receipts obtained when the notices were mailed, the certified mail return receipts, and an affidavit of publication from an official newspaper of the borough. Notices must be as provided by law	_____	_____	_____

VARIANCE APPLICATIONS (See Addendum on last page)

_____	_____	1. 18 copies of request for variance, outlining the proposed variance from zoning requirement	_____	_____	_____
	_____	2. 18 copies of drawings unless variance is part of site plan or subdivision application, in which site plan or subdivision plans suffice	_____	_____	_____
	_____	3. Certified list of property owners, certified mail return receipts of notices, affidavit of publication in official newspaper filed prior to placing on the agenda for public hearing	_____	_____	_____

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WAIVER YES NO

B. ADMINISTRATIVE DATA

_____	_____	1. Title of project set forth on application	_____	_____	_____
_____	_____	2. Names, address of owner and name, address and phone number of applicant and relationship to owner	_____	_____	_____
_____	_____	3. Owner's signed certificate of concurrence with Plan: "I hereby certify that I am the owner of record of the plan herein depicted and that I concur with the plan"	_____	_____	_____
_____	_____	4. Name and license number of site planner or professional engineer with documents sealed with raised seal	_____	_____	_____
_____	_____	5. Date and revision dates of drawing	_____	_____	_____
_____	_____	6. Scale and graphic scale, not smaller than 1" = 50' and not larger than 1" = 10' where authorized by Borough Engineer	_____	_____	_____
_____	_____	7. North arrow	_____	_____	_____
_____	_____	8. Key map, not smaller than 1" = 2,000' showing location in the Borough	_____	_____	_____
_____	_____	9. <u>Schedule</u>			
_____	_____	a. Total area of site in acres and square feet	_____	_____	_____
_____	_____	b. Total building area in square feet and % lot coverage	_____	_____	_____
_____	_____	c. Total landscape area in square feet and % lot coverage	_____	_____	_____
_____	_____	d. Total area of driveways, access roads, walkways, in square feet and % of lot coverage	_____	_____	_____
_____	_____	e. Total parking area (including drive aisles) in square feet and % of lot coverage	_____	_____	_____
_____	_____	f. Number of parking stalls, and stall dimensions	_____	_____	_____

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_____	_____	g. Number of employees, total and maximum in one shift	_____	_____	_____
_____	_____	h. Ratio of parking to building size of occupancy or both depending on use	_____	_____	_____
_____	_____	i. Total impervious coverage	_____	_____	_____
_____	_____	10. Existing and proposed streets, with dimensions and typical section	_____	_____	_____
_____	_____	11. All property line dimensions, directions, calculated areas, setback lines and lot numbers	_____	_____	_____
_____	_____	12. Existing zoning and zone boundaries and contiguous land zoning with 200'	_____	_____	_____
_____	_____	13. Names of all adjacent property owners within 200' radius with lot and block numbers	_____	_____	_____
_____	_____	14. Tax map sheet, block and lot numbers	_____	_____	_____

C. SURVEY

_____	_____	1. Prepared by a New Jersey License surveyor survey not more than five (5) years old, showing existing and proposed monuments	_____	_____	_____
_____	_____	2. Location of existing rock outcrops, high points, water courses, depressions, ponds, marshes, tree with a diameter of four (4) inches or more as measured three (3) feet above the base of the trunk, and other significant existing features including previous flood elevations or water courses, ponds and marsh areas, as determined by survey	_____	_____	_____
_____	_____	3. All existing and proposed lot lines. All setback lines with dimensions. Existing and proposed lot and block numbers as assigned by the Borough Engineer.	_____	_____	_____

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D. TOPOGRAPHY

_____	_____	1. Present and proposed grades based on NJ Geodetic Control Survey Datus, as required by ordinance	_____	_____	_____
_____	_____	2. Bench mark indicated on plan	_____	_____	_____
_____	_____	3. Significant existing features: ponds, views, wooded areas, floodplains, etc.	_____	_____	_____
_____	_____	4. First floor elevations of all proposed buildings	_____	_____	_____
_____	_____	5. Existing contours with intervals of one (1) foot where slopes are three percent (3%) or less, two (2) feet where slopes are more than three percent (3%) but less th than fifteen percent (15%) or more, referred to a datum as provided by the Borough Engineer to be indicated by a dashed line. Where any changes in contours are proposed, finished grades should be shown as solid lines	_____	_____	_____
_____	_____	6. Limits of cut and fill areas	_____	_____	_____

E. BUILDINGS AND STRUCTURES

_____	_____	1. Location of all existing and proposed structures and buildings and any other physical elements on and within 200' of site to remain or be removed	_____	_____	_____
_____	_____	2. Provision for refuse and garbage with details	_____	_____	_____
_____	_____	3. Proposed use of all buildings and sections thereof	_____	_____	_____

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_____ 4. Location and description of all existing and proposed signs _____

_____ 5. Loading areas, dimensioned _____

_____ 6. Elevations of the buildings and structures to ensure an architectural harmonious relationship to the community and community standards, and to ensure appropriateness of exterior material and trim _____

_____ 7. ~~Soil boring information and recommendation~~ _____

Applications within the Steep Slope Zone (R3) must include site specific, boring based geotechnical analysis and stability calculations.

_____ 8. Historic structures _____

_____ 9. For buildings of more than two (2) stories in height, a floor plan of each story, indicating all fire exits and accessways, as well as the proposed use of said stories _____

_____ 10. For garden apartments, a "typical" floor layout of each apartment type in the proposed buildings _____

_____ 11. For all apartments and for any building exceeding two (2) stories in height, proposed architectural elevations _____

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_____	_____	12. For any building exceeding forty (40) feet in height, a sketch indicating graphically the locations of all existing buildings within two hundred (200) feet and their height relative to the proposed buildings, as well as their highest elevation above the datum provided in compliance with D.5 above	_____	_____	_____
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F. PARKING AREAS, TRAFFIC CONTROL, LIGHTING

_____	_____	1. Parking areas showing spaces and sizes	_____	_____	_____
_____	_____	2. Driveways showing sizes, circulation, and traffic control signs. Fire lanes	_____	_____	_____
_____	_____	3. Existing and proposed streets abutting the site showing rights of way and paved widths	_____	_____	_____
_____	_____	4. Location and size of fire zones, loading zones	_____	_____	_____
_____	_____	5. Sidewalks and other pedestrian ways. Handicapped ramps	_____	_____	_____
_____	_____	6. Surface of parking area, slopes, and barriers	_____	_____	_____
_____	_____	7. Curbing at ingress and egress and parking lot, showing radii and site sight triangle	_____	_____	_____
_____	_____	8. Lighting standards and utility poles indicating size, height, type, construction, light fixtures and locations	_____	_____	_____
_____	_____	9. Lighting plan indicating specific height, foot candles, and provisions for the elimination of sky glow and glare, and angle of light spread	_____	_____	_____

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WAIVER YES NO

~~10. Analysis of parking, including trip generations of proposed development, volumes, numbers of employees and shifts. Expected truck traffic~~

Analysis of Parking and Traffic

_____ _____ a. Residential applications require analysis of parking _____ _____

_____ _____ b. Change of Use Applications – require analysis of parking, including trip generations of proposed development, volumes, numbers of employees and shifts. Expected truck traffic _____ _____

_____ _____ c. Site Plan, Major Subdivision, and any use application – require all items listed in b. above, as well as traffic analysis that shall at minimum include, but not be limited to, the study of two weekdays, one weekend and at least four one-hour recording periods per day, two of which must occur during peak hours, in the location of the development. _____ _____

_____ _____ 11. Handicapped parking _____ _____

_____ _____ 12. Street light locations _____ _____

G. ROADS, DRIVEWAYS, WALKS, CURBS, WALKWAYS & FENCING

_____ _____ 1. Location and dimension of all items, this category on the site and within 100 feet _____ _____

_____ _____ 2. Cross sections and profiles of all existing and proposed streets abutting the lots and within 250 feet _____ _____

_____ _____ 3. Location, type and size of waste disposal system and sanitary sewer lines _____ _____

**TO BE CHECKED
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_____	_____	4. Location and type of utilities: electric, cable TV, gas, telephone, water. Underground lines, present and proposed connections or extensions	_____	_____	_____
_____	_____	5. Show by means of contours and/or spot grades that lot drains adequately into existing waterways and storm drains with pipe sizes, grades and direction of flow	_____	_____	_____
_____	_____	6. Location of all easements related to drainage, conservation, and flood hazard areas	_____	_____	_____
_____	_____	7. Storm drainage calculations 100 year storm certified by a professional engineer	_____	_____	_____
_____	_____	8. Signed contract for water and letters of service from other utilities	_____	_____	_____
_____	_____	9. Location profiles and cross-sections of all water courses and drainage facilities within 300' of limits of development. Flood hazard boundaries	_____	_____	_____
_____	_____	10. Provision for storm water detention basins where required, including details of detention basins calculations in proper form for review	_____	_____	_____
_____	_____	11. Stream cross-sections	_____	_____	_____

H. SIGNS

_____	_____	1. Location, size, color, wording, letter size, illumination, materials of construction	_____	_____	_____
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I. LANDSCAPING

_____	_____	1. Total square feet of landscaping	_____	_____	_____
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_____	_____	2. Landscaping within parking areas	_____	_____	_____
_____	_____	3. Buffer areas including location of landscape screen and fencing	_____	_____	_____
_____	_____	4. All areas landscaped: planting plan with size, species and spacing of proposed plan material	_____	_____	_____
_____	_____	5. Existing trees over 6" in diameter	_____	_____	_____
_____	_____	6. Proposed location, proposed species, quantity, and spacing of trees to be planted	_____	_____	_____

J. FIRE PREVENTION

_____	_____	1. Fire protection systems	_____	_____	_____
_____	_____	2. Hydrants, existing and proposed	_____	_____	_____

K. Copy of any covenants or deed restrictions _____

L. Soil Erosion and Sediment Control Plan and Soil Conservation District Approval (if project involves disturbance of more than 5,000 square feet of land area) _____

M. Location of any construction access roads _____

N. Applicant for a project located within a Flood Hazard Area to apply for approval in conformance with the "90 Day Construction Permit Act" _____

O. County Planning Board Review and Approval _____

P. State Ingress and Egress Approval _____

Q. State DEPE-CAFRA Approval _____

R. Army Corps of Engineers Permit Approval _____

S. Letter from Township of Middletown Sewer Authority (TOMSA) _____
indicating receipt of application

T. ~~NJDEPE~~ **NJDEP** Freshwater Wetlands Letter of Interpretation or
Letter of Exemption. Please indicate type of letter submitted

- _____ a. Presence or absence determination (Type I)
- _____ b. Footprint of disturbance presence or absence determination (Type II)
- _____ c. Delineation of freshwater wetlands, State open waters and transitions areas for
property under ~~on~~ **one** acre (Type III)
- _____ d. Regulatory line verification by ~~NJDEPE~~ **NJDEP** (Type IV, required if wetlands are
present on the site)
- _____ e. Letter of Exemption related to USACOE Nationwide Permit

U. Waiver Required From: _____ Reason: _____

Waiver Required From: _____ Reason: _____

**ADDENDUM TO DEVELOPMENT PLAN CHECKLIST- SEPTEMBER 1998
RE: VARIANCE APPLICATION IN STEEP SLOPE ZONE**

Any application for a Variance in the Steep Slope Zone, as defined by the Steep Slope Ordinance, is required to have Borough Engineer's review prior to being deemed complete by the Board for action.

If the application is incomplete in any of the above requirements, the documents will be returned to the developer and will not be accepted as a complete application.