

BOROUGH OF ATLANTIC HIGHLANDS **DEVELOPMENT PLAN CHECKLIST**

DATE: 02/27/2024

PROJECT NAME: 14 East Garfield Avenue

OWNER: Masonic Hall

ENGINEER/DESIGNER: InSite Engineering, LLC

PERSON COMPLETING THIS FORM: Stephen G. Musto, P.E.

RELATIONSHIP TO OWNER: None

LOCATION OF SITE: BLOCK 101 LOT 3

STREET ADDRESS 14 East Garfield Avenue

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

X

1. 18 Paper copies of plans and specifications

X

2. 18 Copies of completed application

3. Zoning Officer's written review

Development Plan Checklist

Page | 2

**TO BE CHECKED
BY APPLICANT**

**DO NOT USE
OFFICE USE ONLY**

WAIVER			WAIVER	YES	NO
<u>X</u>		4. Soil removal permit signed by Borough Engineer			
	<u>X</u>	5. Certification by Tax Collector that all taxes and water/sewer bills are paid – including current taxes and assessments for local improvements			
	<u>X</u>	6. Applicable filing fees			
	<u>N/A</u>	7. Three copies of performance guarantee Approved by the Borough Attorney and Borough Engineer, and cash portion of performance guarantee			
	<u>N/A</u>	8. Staging Plan, if applicable			
	<u>X</u>	9. Letters from each utility stating that they will provide service to the proposed facility			
	<u>N/A</u>	10. Any resubmission must conform to items 1 & 2 inclusive, and item 8			
Temp. Waiver		11. Current letter from Borough Engineer certifying that he has assigned block and lot numbers			
	<u>N/A</u>	12. Deeds of easement, right of way, drainage, sewer, sight, open space, etc., approved by Borough Attorney and Borough Engineer			
	<u>X</u>	13. Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership			
	<u>N/A</u>	14. Prior to final submission, a list of proposed Street names must be submitted to the Board Secretary			
	<u>X</u>	15. Corporate Resolution authorizing officers to act, if applicant is corporation			

**TO BE CHECKED
BY APPLICANT****DO NOT USE
OFFICE USE ONLY****WAIVER****WAIVER YES NO**

- | | | | | | |
|--------------|-------|---|-------|-------|-------|
| <u> X </u> | _____ | 16. Fees and application for Monmouth County Planning Board, if applicable | _____ | _____ | _____ |
| <u> X </u> | _____ | 17. All plats must have the correct and only the correct signature blocks. Applicant and owner shall sign appropriate signature blocks in black ink | _____ | _____ | _____ |
| <u> X </u> | _____ | 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)

- | | | | | | |
|--------------|-------|---|-------|-------|-------|
| <u> X </u> | _____ | 1. 18 copies of request for variance, outlining the proposed variance from zoning requirement | _____ | _____ | _____ |
| <u> X </u> | _____ | 2. 18 copies of drawings unless variance is part of site plan or subdivision application, in which case site plan or subdivision plans suffice | _____ | _____ | _____ |
| <u> X </u> | _____ | 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 the public hearing | _____ | _____ | _____ |

**TO BE CHECKED
BY APPLICANT****DO NOT USE
OFFICE USE ONLY**

WAIVER

WAIVER YES NO

B. ADMINISTRATIVE DATA

_____	<u> X </u>	1. Title of project set forth on application	_____	_____	_____
_____	<u> X </u>	2. Names, address of owner and name, address and phone number of applicant and relationship to owner	_____	_____	_____
_____	<u> X </u>	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"	_____	_____	_____
_____	<u> X </u>	4. Name and license number of site planner or professional engineer with documents sealed with raised seal	_____	_____	_____
_____	<u> X </u>	5. Date and revision dates of drawings	_____	_____	_____
_____	<u> X </u>	6. Scale and graphic scale, not smaller than 1"=50' and not larger than 1"=10' except where authorized by Borough Engineer	_____	_____	_____
_____	<u> X </u>	7. North arrow	_____	_____	_____
_____	<u> X </u>	8. Key map, not smaller than 1" = 2,000' showing location in the Borough	_____	_____	_____
_____		9. <u>Schedule</u>			
_____	<u> X </u>	a. Total area of site in acres and square feet	_____	_____	_____
_____	<u> X </u>	b. Total building area in square feet and % lot coverage	_____	_____	_____
_____	<u> X </u>	c. Total landscape area in square feet and % lot coverage	_____	_____	_____
_____	<u> X </u>	d. Total area of driveways, access roads, walkways, in square feet and % of lot	_____	_____	_____

**TO BE CHECKED
BY APPLICANT****DO NOT USE
OFFICE USE ONLY****WAIVER****WAIVER YES NO**

_____ <u>X</u> _____	coverage	_____	_____	_____
_____ <u>X</u> _____	e. Total parking area (including drive aisles) in square feet and % of lot coverage	_____	_____	_____
_____ <u>N/A</u> _____	f. Number of parking stalls, and stall dimensions	_____	_____	_____
_____ <u>X</u> _____	g. Number of employees, total and maximum in one shift	_____	_____	_____
_____ <u>X</u> _____	h. Ratio of parking to building size of occupancy or both depending on use	_____	_____	_____
_____ <u>X</u> _____	i. Total impervious coverage	_____	_____	_____
_____ <u>X</u> _____	10. Existing and proposed streets, with dimensions and typical section	_____	_____	_____
_____ <u>X</u> _____	11. All property line dimensions, directions, calculated areas, setback lines and lot numbers	_____	_____	_____
_____ <u>X</u> _____	12. Existing zoning and zone boundaries and contiguous land zoning within 200'	_____	_____	_____
_____ <u>X</u> _____	13. Names of all adjacent property owners within 200' radius with lot and block numbers	_____	_____	_____
_____ <u>X</u> _____	14. Tax map sheet, block and lot numbers	_____	_____	_____

C. SURVEY

_____ <u>X</u> _____	1. Prepared by a New Jersey Licensed surveyor survey not more than five (5) years old, showing existing and proposed monuments	_____	_____	_____
_____ <u>X</u> _____	2. Location of existing rock outcrops, high points, water courses, depressions, ponds, marshes, trees 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-	_____	_____	_____

**TO BE CHECKED
BY APPLICANT****DO NOT USE
OFFICE USE ONLY**

WAIVER

WAIVER YES NO

courses, ponds and marsh areas, as determined
by survey

_____	X	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	_____	_____	_____
-------	---	--	-------	-------	-------

D. TOPOGRAPHY:

_____	X	1. Present and proposed grades based on NJ Geodetic Control Survey Datum, as required by ordinance.	_____	_____	_____
-------	---	---	-------	-------	-------

_____	X	2. Bench mark indicated on plan	_____	_____	_____
-------	---	---------------------------------	-------	-------	-------

_____	X	3. Significant existing features: ponds, views, wooded areas, floodplains, etc	_____	_____	_____
-------	---	--	-------	-------	-------

_____	X	4. First floor elevations of all proposed buildings	_____	_____	_____
-------	---	---	-------	-------	-------

_____	X	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 than fifteen percent (15%) and five (5) feet when 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	_____	_____	_____
-------	---	--	-------	-------	-------

_____	X	6. Limits of cut and fill areas	_____	_____	_____
-------	---	---------------------------------	-------	-------	-------

E. BUILDINGS AND STRUCTURES

_____	X	1. Location of all existing and proposed structures and buildings and any other physical	_____	_____	_____
-------	---	--	-------	-------	-------

**TO BE CHECKED
BY APPLICANT**

**DO NOT USE
OFFICE USE ONLY**

WAIVER

WAIVER YES NO

elements on and within 200' of site to remain
or be removed

<u> </u>	<u>N/A</u>	2.	Provision for refuse and garbage with details	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u>X</u>	3.	Proposed use of all buildings and sections thereof	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u>N/A</u>	4.	Location and description of all existing and Proposed signs	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u>N/A</u>	5.	Loading areas, dimensioned	<u> </u>	<u> </u>	<u> </u>
<u>X</u>	<u> </u>	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	<u> </u>	<u> </u>	<u> </u>
<u>X</u>	<u> </u>	7.	Soil Boring information and recommendation	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u>N/A</u>	8.	Historic structures	<u> </u>	<u> </u>	<u> </u>
<u>X</u>	<u> </u>	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	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u>N/A</u>	10.	For garden apartments, a "typical" floor layout of each apartment type in the proposed buildings	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u>N/A</u>	11.	For all apartments and for any building exceeding two (2) stores in height, proposed architectural elevations	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u>N/A</u>	12.	For any building exceeding forty (40) feet in height, a sketch indicating graphically the locations of all existing buildings within two	<u> </u>	<u> </u>	<u> </u>

TO BE CHECKED
BY APPLICANT

DO NOT USE
OFFICE USE ONLY

WAIVER

WAIVER YES NO

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

F. PARKING AREAS, TRAFFIC CONTROL, LIGHTING

<u> </u>	<u> X </u>	1.	Parking areas showings spaces and sizes	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> X </u>	2.	Driveways showing sizes, circulation, and traffic control signs. Fire lanes	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> X </u>	3.	Existing and proposed streets abutting the site showing rights of way and paved widths	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> N/A </u>	4.	Location and size of fire zones, loading zones	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> X </u>	5.	Sidewalks and other pedestrian ways. Handicapped ramps	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> X </u>	6.	Surface of parking area, slopes, and barriers	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> X </u>	7.	Curbing at ingress and egress and parking lot, showing radii and site triangle	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> X </u>	8.	Lighting standards and utility poles indicating size, height, type, construction, light fixtures and locations	<u> </u>	<u> </u>	<u> </u>
<u> X </u>	<u> </u>	9.	Lighting plan indicating specific height, foot candles, and provisions for elimination of sky glow and glare, and angle of light spread	<u> </u>	<u> </u>	<u> </u>
<u> X </u>	<u> </u>	10.	Analysis of parking, including trip generations of proposed development, volumes, numbers of employees and shifts. Expected truck traffic	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> N/A </u>	11.	Handicapped parking	<u> </u>	<u> </u>	<u> </u>

**TO BE CHECKED
BY APPLICANT**

**DO NOT USE
OFFICE USE ONLY**

WAIVER

WAIVER YES NO

_____ X 12. Street light locations _____

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

_____ X 1. Location and dimensions of all items, this category on the site and with 100 feet _____

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

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

_____ X 4. Location and type of utilities: electric, cable TV, gas, telephone, water. Underground lines, present and proposed connections or extensions _____

_____ X 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 _____

_____ X 6. Location of all easements related to drainage, conservation and flood hazard areas _____

_____ X 7. Storm drainage calculations 100 year storm certified by a professional engineer _____

_____ X 8. Signed contract for water and letters of of service from other utilities _____

_____ N/A 9. Location profiles and cross-sections of all water courses and drainage facilities within 300' of limits of development. Flood hazard Boundaries _____

**TO BE CHECKED
BY APPLICANT**

**DO NOT USE
OFFICE USE ONLY**

WAIVER

WAIVER YES NO

_____ N/A 10. Provision for storm water detention basins where required, including details of detention basins calculations in proper form for review _____

_____ N/A 11. Stream cross-sections _____

H. SIGNS:

_____ N/A 1. Location, size, color, wording, letter size, illumination, materials of construction _____

I. LANDSCAPING:

_____ X 1. Total square feet of landscaping _____

_____ N/A 2. Landscaping within the parking areas _____

_____ X 3. Buffer areas including location of landscape screen and fencing _____

X _____ 4. All areas landscaped: planting plan with size, species and spacing of proposed plant material _____

_____ X 5. Existing trees over 6" in diameter _____

X _____ 6. Proposed location, proposed species, quantity, and spacing of trees to be planted _____

J. FIRE PREVENTION:

_____ N/A 1. Fire protection systems _____

_____ X 2. Hydrants, existing and proposed _____

**TO BE CHECKED
BY APPLICANT****DO NOT USE
OFFICE USE ONLY**

WAIVER			WAIVER	YES	NO
X	K.	Copy of any covenants or deed restrictions	_____	_____	_____
X	L.	Soil Erosion and Sediment Control Plan and Soil Conservation District Approval (if project involves the disturbance of more than 5,000 square feet of land area)	_____	_____	_____
X	M.	Location of any construction access roads	_____	_____	_____
N/A	N.	Applicant for a project located within a Flood Hazard Area to apply for approval in conformance with the "90 Day Construction Permit Act"	_____	_____	_____
X (Temp Waiver)	O.	County Planning Board Review and Approval	_____	_____	_____
N/A	P.	State Ingress and Egress Approval	_____	_____	_____
	Q.	State DEPE-CAFRA Approval	_____	_____	_____
N/A	R.	Army Corps of Engineer Permit Approval	_____	_____	_____
X (Temp Waiver)	S.	Letter from Atlantic Highlands Regional Sewerage Authority indicating receipt of application	_____	_____	_____
<u>N/A</u>	T.	NJDEPE 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 transition areas for property under on acre (Type III)			
_____		d. Regulatory line verification by NJDEPE (Type IV, required if wetlands are present on the site)			
_____		e. Letter of Exemption related to USACOE Nationwide Permit			

**TO BE CHECKED
BY APPLICANT**

**DO NOT USE
OFFICE USE ONLY**

WAIVER

WAIVER YES NO

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.