

TOWN OF HACKETTSTOWN

1. GENERAL INFORMATION

A. Applicant: Name ST Fra Willow Grove LLC
Street Address 23 Kulick Road, Suite 1
Municipality Fairfield, NJ 07704
Telephone 908-809-3540

B. Applicant Status:
Individual(s) ☐ Partnership ☐ Corporation ☐
Other ☒ Specify LLC

C. If Applicant is a Partnership or Corporation, attach a list of the names of persons having a 10% interest or more in said partnership or Corporation.

Check here if list is attached. ☒

D. Applicant relationship to property: Owner ☐ Lessee ☐
Under Contract ☒ Other ☐ Specify _____

E. Property Owner (if other than Applicant):

Name Willow Grove Holdings LLC
Street Address 12 Orben Dr, Unit 2
Municipality Landing, NJ 07850
Telephone _____

F. Engineer/Land Surveyor:

Name Daniel Reeves, PE, Dresdner Robin
Street Address 55 Lane Rd, Suite 220, Fairfield, NJ 07004
Telephone 973-559-7426

G. Attorney:

Name Michael S. Selvaggi, Esq., Lavery, Selvaggi, Abromitis & Cohen, P.C.
Street Address 1001 Route 517
Municipality Hackettstown, NJ
Telephone 908-852-2600 / mselvaggi@saclaw.com

2. TYPE OF APPLICATION - check where appropriate

	VARIANCES
<u> </u> Minor Site Plan	<u> </u> Use
<u> </u> Minor Subdivision	<u> </u> Bulk
<u> X </u> Preliminary Major Site Plan	<u> </u> Interpretation (appeal from Administrative Officer)
<u> </u> Preliminary Major Subdivision	<u> </u> Conditional Use
<u> X </u> Final Major Site Plan	
<u> </u> Final Major Subdivision	

(REFER TO SECTION 200 OF
THE LAND USE ORDINANCE)

3. PROPERTY DATA

A. STREET ADDRESS 999 Willow Grove Street, Hackettstown, NJ
B. BLOCK NUMBER 44 LOT NUMBER 3.02
C. The location of the property is approximately feet from
the intersection of Bilby Rd and Willow Grove Street
D. Existing Use Vacant
E. Proposed Use Warehouse/Limited Manufacturing/Office/Contractor Storage Yard

F. Zone District "LM" - Limited Manufacturing
G. Acreage of Entire Tract to be Subdivided

H. Proposed Number of Lots _____

I. Is the property located on a County of Warren Roadway?

Yes ☒ No ☐

J. Is the property located within 200' of a municipal boundary?

Yes ☐ No ☒

K. Was this property subject to a prior development application?

Yes ☐ No ☒

L. Is the property subject to any existing or proposed deed restrictions, easements, rights of way, private roads, or other dedications?

Yes ☒ No ☐ ☐

If so, attach all relevant information. Check here if such information is attached.

4. DEVELOPMENT PROPOSAL - Describe the nature of the application being sought, including on-site improvements

Development of a vacant parcel for the construction of a 50,000 s.f. warehouse building (including limited manufacturing and office space). Improvements also include contractor storage yard, associated parking areas, landscaping and lighting.

5. SUBMISSIONS - List all maps, plats, sketches and other exhibits accompanying this application:

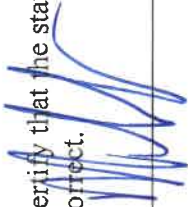
Description	Date Prepared	Prepared By
Site Plan Drawings	July 15, 2021	Daniel Reeves, P.E.
Stormwater Management Report	July 15, 2021	Daniel Reeves, P.E.
Architectural Floor Plans & Elevations	June 30, 2021	Joseph Marra, AIA
EIS Report	July 15, 2021	Daniel Reeves, P.E.
Traffic Report	July 14, 2021	Shropshire Associates LLC

6. VARIANCES

Describe any proposed variances requested, detail and/or location, proposed block and lot and the specific section(s) of the Zoning Ordinance of the Town of Hackettstown from which relief is sought and the basis for said relief:

7. VERIFICATION AND AUTHORIZATION

I hereby certify that the statements and information contained herein and attached hereto are true and correct.



7/10/21

Applicant

Date

I hereby authorize the Applicant reference therein subject application and to proceed for approval of same.

Property Owner(s)

Date

OFFICIAL USE ONLY

8. APPLICATION HISTORY

- A. Date Filed: _____
- B. Date Complete: _____
- C. Fee Paid: _____ Date Paid: _____
- B. Notice of Hearing: _____ Date of Publication _____
Date of Mailing _____
Affidavit Received _____

9. DISPOSITION OF APPLICATION

- A. _____ Application Denied
- B. _____ Application Withdrawn
- C. _____ Application Granted
- DATE OF DISPOSITION: _____

::::CHECK LIST::::
Details required for
Preliminary Major Subdivision Plats
and
Preliminary Major Site Plans

Note: See Section 804 of the Hackettstown Land Development Ordinance for further details of submission requirements and procedures.

- ☒ Application Form(s) and Checklist(s) (20 copies).
- ☒ Plats or Plans (20 copies) signed and sealed by a N.J. Professional Engineer and folded into eighths with title block revealed.
- ☒ Protective Covenants, Easements and/or Deed Restrictions (20 copies).
- ☒ Scale of not less than 1" = 100' on one of four of the following standard sheet sizes (8½" x 13", 15"x 21", 24"x 36"; or 30" x 42"
- ☒ Key map at not more than 1"=1000'.
- ☒ Title block:
- ☒ Name of subdivision or development, Town of Hackettstown, Warren County, with each sheet specifically titled with appropriately descriptive words;
- ☒ Name, title, address and telephone number of subdivider or developer; Name, title, address and license number of the professional or professionals who prepared the plot or plan;
- ☒ Name, title and address of the owner or owners of record; North arrow;
- ☒ Scale (written and graphic);
- ☒ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet; and
- ☒ Names and addresses of partners or stockholders as required by Ordinance.
- ☒ Certification of ownership or authorization to file application.

- ✓ Approval signature lines.
- ✓ Acreage to the nearest tenth of an acre (both with and without areas within public rights-of-way).
- ✓ The names and lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Clerk of the Planning Board or Clerk of the Zoning Board of Adjustment, as the case may be.
- ✓ Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Town Tax Map, and proposed block and lot numbers as provided by the Town Tax Assessor upon written request.
- ✓ Tract boundary line (heavy solid line).
- ✓ Zoning districts, affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
- ✓ The location of natural features such as wetlands and treed areas, both within the tract and within 100 feet of its boundary.
- ✓ The proposed location of all proposed plantings, with a legend listing the botanical and common names, the sizes at time of planting, the total quantity of each plant, and the location of each plant keyed to the plan or plat.
- NOT
APPLICABLE Existing and proposed watercourses with required information:
NOT
APPLICABLE When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the State Department of Environmental Protection, Division of Water Resources;
- NOT
APPLICABLE Cross-sections of watercourses and/or drainage swales at an appropriate scale showing the extent of flood plain, top of bank, normal water levels and bottom elevations at locations required by the Town Engineer;
- ✓ The location and extent of drainage and conservation easements and stream encroachment lines; and
- ✓ The location and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage.
- ✓ Existing and proposed contours as required by Ordinance.
- ✓ Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.
- ✓ The location of all existing structures as required by Ordinance.
- ✓ Size, height and location of all proposed structures and buildings.

- ✓ All dimensions necessary to confirm conformity to the Ordinance requirements.
- ✓ The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details and luminaires.
- ✓ The proposed screening, buffering and landscaping plan, with the information required by Ordinance.
- ✓ The location and design of any off-street parking area, showing size and location of bays, aisles and barriers.
- ✓ All means of vehicular access or egress to and from the site onto public streets, with the information required by Ordinance.
- ✓ Plans and computations for any storm drainage systems as required by the Town Engineer.

WAIVER The location of existing utility structures on the tract and within 200 feet of its boundaries.

- ✓ Plans of proposed improvements and utility layouts as required by Ordinance; and required letters from appropriate State and County agencies granting approval for the extension of utility service(s).

NOT

APPLICABLE Plans, typical cross sections and construction details, horizontal and vertical alignment of the centerline of all proposed streets and of existing streets abutting the tract as required by Ordinance.

- ✓ A copy of any protective covenants or deed restrictions applying to the land being developed or an indication of them on the submitted plat or plan.

- ✓ The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.

WAIVER Proposed permanent monuments.

 The proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation.

- ✓ Five (5) copies of a certificate from the Town Tax Collector indicating that all taxes and assessments are paid to date.

- ✓ Five (5) copies of the completed application to the Warren County Planning Board, if applicable.

- ✓ Five (5) copies of the completed application to the Hackettstown Utilities Authority, if applicable.

- ✓ All preliminary major subdivision and/or preliminary major site plan applications shall be accompanied by a grading plan in accordance with Section 804B.37 of this Ordinance.

::::CHECK LIST::::
Details required for
Major Subdivision Plan
Final Major Site Plan

Note: See Section 805 of the Hackettstown Land Development Ordinance for further details of submission requirements and procedures.

- | | |
|-------------------------------------|--|
| ☒ | Application Form(s) and Checklist(s)(20 copies). |
| ☒ | Plans or Plans (20 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed. |
| ☒ | Scale of not less than 1" = 100' on one of four of the following standard sheet sizes (8 1/2" x 13", 15" x 21", 24" x 36", or 30" x 42"). |
| ☒ | All details stipulated in Subsection 804 B. of the Ordinance. |
| ☒ | All additional details required at the time of preliminary approval. |
| ☐ | NOT LICABLE A section or staging plan, if proposed. |
| ☒ | Detailed architectural and engineering data as required by Ordinance. |
| ☒ | Certification from the Town Tax Collector indicating that all taxes and assessments are paid up-to-date. |
| ☒ | Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by Ordinance. |
| ☐ | Certification in writing from the applicant to the Board that the applicant has: <ul style="list-style-type: none"> (a) Installed all improvements in accordance with the requirements of the Ordinance; and/or, (b) Posted a performance guarantee in accordance with Section 902 of the Ordinance. |
| ☐ | A statement from the Town Engineer indicating that all installed improvements have been inspected. |
| ☒ | Highlands Consistency Determination or, in the alternative, documentation per Section 807 of the Land Development Ordinance entitled "Highlands Area Exemption Ordinance" that shows that the application is exempt from the Highlands Act. |
| ☐ | A "Major Development Stormwater Summary Sheet" shall be submitted when a stormwater management basin is proposed on a project. |

Signature and Title of person who prepared check list	Date
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WILLOW GROVE HOLDINGS LLC
BLOCK 44 LOT 3.02

TOWN OF HACKETTSTOWN

10% OWNER'S DISCLOSURE STATEMENT
Pursuant to N.J.S.A. 40:55D-48.1

The following is a list of owners with a 10% or greater ownership interest of WILLOW GROVE HOLDINGS, LLC:

<u>Name</u>	<u>Percentage</u>
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Walter Molosh	<i>50%</i>
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Mark Cleverly	<i>50%</i>
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**TOWN OF HACKETTSTOWN
LAND USE BOARD**

OWNER'S LETTER OF CONSENT

Town of Hackettstown
215 Stiger Street
Hackettstown, NJ 07840

**Re: WILLOW GROVE HOLDINGS, LLC
Block 44 Lot 3.02**

The undersigned certifies that, WILLOW GROVE HOLDINGS LLC, is the owner of Block 44, Lot 3.02, Hackettstown, Warren County, New Jersey.

Consent is hereby granted to, TERRY FRASSETTO, as Applicant for the proposed minor site plan, variance, and other approvals as may be required.

WILLOW GROVE HOLDINGS, LLC


BY: Walter Molosh

Dated:

SITE INSPECTION AUTHORIZATION

I, Walter Molosh, the undersigned property owner or lessee, do hereby authorize Town of Hackettstown officials to enter upon and inspect the property owned/leased by me at 999 Willow Grove Street, Hackettstown, NJ.07840, in conjunction with my application to the Land Use Board of Town of Hackettstown.

Name: Walter Molosh

Signature: Walter Molosh

Date: 7-2-21

{00714319-1}

CERTIFICATE OF PAID TAXES

TO: Tax Collector of the Town of Hackettstown

PLEASE CERTIFY THAT THE TAXES OF THE PROPERTY LISTED BELOW HAVE BEEN PAID.

Location: Block 44 Lot 3.02

Name of Owners: Willow Grove Holdings LLC

I CERTIFY THAT THE REAL ESTATE TAXES ON THE ABOVE-MENTIONED PROPERTY HAVE BEEN PAID THROUGH 2021 2nd quarter

NEXT TAX PAYMENT DUE: August 1, 2021

Tax Collector of
Town of Hackettstown
Warren County

Dated: July 8, 2021

By:

Patricia M. Hill

New Jersey Highlands Council 100 North Road Chester, N.J. 07930 Phone: 908-879-6737 Website: www.highlands.state.nj.us		 Highlands Referral Ordinance Application		Receipt Stamp - Highlands Council Use Only	
In municipalities that have adopted an ordinance requiring the referral of development applications to the Highlands Council, a Highlands Council Consistency Determination may be required. The Highlands Council will only conduct a Consistency Determination under this application where an Application for Development has been submitted to a municipality and the municipality has determined that such Highlands Council review is required. This review is to determine whether the project is consistent with the goals, requirements and provisions of the Highlands Act, the Regional Master Plan, and the Highlands Council resolution approving the municipality's Petition for Plan Conformance. This application and information is to be submitted by the applicant. There is no cost for this review. In support of this application and the Consistency Determination review, applicants must provide the following: 1. Completed and signed application form (this form); 2. Required documents as specified in the "Submission Requirements" section on the following page; No application will be reviewed without all required information being submitted. Digital copies of plans must comply with the attached Highlands Council Standards for Digital Plan Submissions. Please note that additional information may be requested based on the nature and scope of the project. Should you have any questions about this application or process, or if you would like to schedule a pre-application meeting to discuss the project, please do not hesitate to call the Highlands Council at (908) 879-6737.					
Project Name:		ST Fra Willow Grove LLC			
Property Information					
Street Address:		999 Willow Grove Street, Hackettstown, NJ 07840			
Block(s) & Lot(s):		Block 44, Lot 3.02			
Municipality:		Hackettstown		County: Warren	
☐ Preservation Area		☒ Planning Area		Acres: 9.478	
Applicant Information					
Applicant Name:		ST Fra Willow Grove LLC			
Applicant Address:		23 Kulick Road, Suite 1, Fairfield, NJ 07004			
Phone #:		908-809-3540		Fax #: email: tfrassetto@saddlebacknj.com	
Property Owner Information					
Owner's Name:		Willow Grove Holdings LLC			
Owner's Address:		12 Orben Dr., Unit 2, Landing, NJ 07850			
Project Description (brief project description - attach additional pages as necessary)					
Applicant seeking to develop a vacant parcel into a distribution warehouse including manufacturing and office space. Improvements will include contractor storage yard, associated parking areas, landscaping and lighting.					
Page 1 of 2 Continued on next page...					

Submission Requirements

Along with this completed application, the following information must be submitted prior to review of the application.
One hard copy and one digital copy of each document must be submitted.

- ☒ Submit copies of all materials required to be submitted to the municipality in support of municipal application for development, this shall include all plans, reports and application forms as required under the municipality's submission requirements or checklist ordinance, including a copy of the completed municipal checklist.
- ☒ If the municipal application for development has been deemed incomplete, copies of any correspondence, documentation or any resolutions related to the matter must be submitted.
- ☐ If any formal action has been taken by the municipality or any other permitting authority, copies of any resolutions, minutes, permits, or any other record of any action on the matter in question must be submitted.
- ☒ If any application has been submitted to the NJDEP, County, NJDOT, or any other agency for approval, copies of any application forms, permits, reports, plans or other information must be submitted.

Professionals Representing Applicant

Attorney Information
(Please note an attorney is not required to represent an individual)

Attorney: Michael S. Selvaggi, Esq., Lavery, Selvaggi, Abromitis & Cohen, P.C.

Attorney Address: 1001 Route 517, Hackettstown, New Jersey 07840

Phone #: 908-852-2600 Fax #: 908-852-8225 email: mselvaggi@isaclaw.com

Engineer Information

Engineer: Daniel Reeves, PE, Dresdner Robin

Engineer Address: 55 Lane Rd., Suite 220, Fairfield, NJ 07004

Phone #: 973-559-7426 Fax #: email: DReeves@DresdnerRobin.com

Additional Professionals Information

Name:

Address:

Phone #:

Fax #:

email:

Additional Professionals Information

Name:

Address:

Phone #:

Fax #:

email:

Applicant Signature

I hereby certify that the information included within this application is true to the best of my knowledge.

Applicant Signature:

Date:

Owner Signature

I hereby certify that I am the owner of the property in question, and that the above applicant has the right to submit this application for the property noted herein.

Owner Signature:

Please see attached owner's consent.

Date:



New Jersey Highlands Council
100 North Road
Chester, N.J. 07930
Phone: 908-879-6737
Website: www.highlands.state.nj.us



Highlands Council Standards for Digital Plan Submissions

Purpose

To facilitate project review by the Highlands Council, submission of digital mapping files is required. This requirement exists **in addition** to submission of other required material as specified in this *Application for Consistency Determination*. The objective is to obtain relevant development plan information, in a digital format, to expedite staff review when using Highlands Council digital data.

Transmittal Requirements

For the initial submission, all files must be submitted on a CD or DVD. An email submittal may also occur to expedite review, but does not waive the CD/DVD requirement. Subsequent revisions or amendments may be submitted via email.

Submittal Requirements

The following information shall be submitted in the digital formats, as noted below. Where a Geographical Information System (GIS) shapefile format (.shp) is specified, all files must be ESRI-compatible and geo-referenced using the New Jersey State Plane Coordinate System, in accordance with the most current NJDEP Mapping and Digital Data Standards. The batch export of an entire CAD file containing extraneous layers (e.g., survey points) is not acceptable. The relevant layers must be exported into individual shapefiles, and submitted in accordance with the transmittal requirements above.

- ☒ A complete plan set submitted as a single file in the most recent version of Adobe Acrobat® (.pdf) format, with each plan sheet representing a page within the document; and
- ☐ A shapefile showing the limits of site disturbance, including both temporary and permanent disturbances; and
- ☐ A shapefile showing the full extent of proposed development (inclusive of building footprints, roadways, stormwater infrastructure, and utility infrastructure); and
- ☐ A shapefile indicating existing parcel boundaries and proposed lot line adjustment or subdivisions (if any).
- ☒ Projects that will disturb less than two (2) acres and will create less than one (1) acre of net impervious surface may be submitted as geo-referenced CAD files in lieu of the ESRI Shape files.

If you have any questions regarding these standards, please contact the Highlands Council at: (908) 879-6737

LAND DEVELOPMENT APPLICATION

Warren County Planning Board
165 County Road 519 South, Suite 111
Belvidere, NJ 07823-1949

Application No. _____ Filed _____

(Do Not Write Above This Line)

Section I: Submission Requirements

Check Appropriate Boxes

☒ Completed Application ☒ Three Sets of Plans

☒ Completed Checklist ☒ Two Sets of Supporting Documents

Submitted to Municipal ☒ Planning Board/Land Use Board ☐ Board of Adjustment

Section II: Project Information

(Please print or type)

Project Name: ST Fra Willow Grove LLC Block(s): 44 Lot(s): 3.02

Municipality: Hackettstown Road Frontage Name: Willow Grove Street

County Route Number: _____

Applicant Name: ST Fra Willow Grove LLC Telephone: 908-809-3540

Mailing Address: 23 Kulick Road, Suite 1, Fairfield, NJ 07004

Property Owner Name: Willow Grove Holdings LLC Telephone: _____

Mailing Address: 12 Orben Dr., Unit 2, Landing, NJ 07850

Signature of Property Owner _____

Section III: Site Data

Present Use(s): Warehouse Proposed Use(s): Warehouse

Proposed Water Source: Public Water Sewage Disposal: Public Sewer

Subdivision:

Gross Area of Tract _____ acres Net Lot Area _____ acres Number of Lots _____

☒ Site Plan: Lot Area 9.478 Acre ☐ New Development ☐ Redevelopment/Adaptive Use

Residential Site Plan

of Dwelling Units _____

of Affordable Housing Units _____

of Age Restricted Units _____

Non-Residential Site Plan

New Floor Area 50,050 s.f. Total Floor Area 50,050 s.f.

New Parking Spaces 0 Total Parking Spaces 66

New Impervious Surface 125,457 s.f. Total Impervious Surface 175,144 s.f.

Section IV: Names and Profession of applicants Professionals

Name and profession of person designing plan:

Name Daniel Reeves, PE, Dresdner Robin License # _____ Phone 973-559-7426

Mailing Address 55 Lane Rd., Suite 220, Fairfield, NJ 07004

Name of Engineer (if different from above):

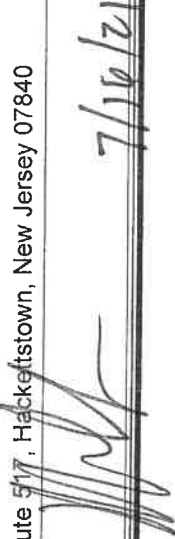
Name _____ License # _____ Phone _____

Mailing Address _____

Name of attorney (if applicable):

Name Michael S. Selvaggi, Esq., Lavery, Selvaggi, Abromitis & Cohen, P.C. Phone 908-852-2600

Mailing Address 1001 Route 517, Hackettstown, New Jersey 07840

Signature of applicant:  7/16/21

Section V:

Review Fee

Applicants may only apply for one subdivision or one site plan per application. Each application must stand on its own without sharing plans or documents with other applications. Applicant hereby applies for (check one).

Municipal Classification	Rate	Fee
☐ Subdivision: Pre-Application Review	No Review Fee	\$ _____
☐ Subdivision: Sketch/Concept Major	No Review Fee	\$ _____
☐ Subdivision: Preliminary Non-County Road Major	\$350.00 + \$20.00 per lot	\$ _____
☐ Subdivision: Preliminary County Road Major	\$350.00 + \$40.00 per lot	\$ _____
☐ Subdivision: Amended Preliminary Major After Planning Board Approval	\$200.00	\$ _____
☐ Subdivision: Non-County Road Minor	\$50.00	\$ _____
☐ Subdivision: Minor Lot Line Adjustment	\$50.00	\$ _____
☐ Subdivision: County Road Minor	\$100.00	\$ _____
☐ Subdivision: Final Major	\$200.00	\$ _____
☐ General Development Plan Review	\$500.00	\$ _____
☐ Site Plan: Pre-Application Review	No Review Fee	\$ _____
☐ Site Plan: Sketch/Concept Major	No Review Fee	\$ _____
☐ Site Plan: Residential NCR (Preliminary)	\$350.00 + \$20.00 per dwelling Unit	\$ _____
☐ Site Plan: Residential NCR (Preliminary/Final)	\$700.00 + \$20.00 per dwelling Unit	\$ _____
☐ Site Plan: Residential County Road (Preliminary)	\$350.00 + \$40.00 per dwelling Unit	\$ _____
☐ Site Plan: Residential CR (Preliminary/Final)	\$700.00 + \$40.00 per dwelling Unit	\$ _____
☐ Site Plan: Non-Residential NCR (Preliminary)	\$350.00 + \$6.00 per new parking space or \$400.00 per acre of new impervious area (whichever is greater)*	\$ _____
☐ Site Plan: Non-Residential NCR (P/F)	\$700.00 + \$6.00 per new parking space or \$350.00 + \$400.00 per acre of new impervious area (whichever is greater)*	\$ _____
☐ Site Plan: Non-Residential CR (Preliminary)	\$350.00 + \$10.00 per new parking space or \$400.00 per acre of new impervious area (whichever is greater)*	\$ _____
☒ Site Plan: Non-Residential CR (Preliminary/Final)	\$700.00 + \$10.00 per new parking space or \$350.00 + \$400.00 per acre of new impervious area (whichever is greater)*	\$ <u>350+(\$400x3)</u> = \$1,500.00
☐ Site Plan: Final	\$350.00	\$ _____
☐ Site Plan: Amended after Planning Board Approval	\$200.00 + adjusted parking space fee or impervious area fee (whichever is greater)*	\$ _____
☐ Site Plan: Exempt after Review	No Review Fee	\$ _____

*All impervious area calculations will be rounded up to the next full acre when determining fees.

Amount Enclosed \$ 1,500.00 Please make check payable to "County of Warren".

FEE ACCEPTED BY: _____ Date: _____
Warren County Treasurer's Office

Warren County
Development Review Regulations
Checklist for Development Applications

Submission Requirements					Item Description	Applicant	Status	Planning Board	
Item Number	Concept Plan	Minor Subdivision (Lot Line Adjustment)	General Development Plan	Major					
				Prelim.				Final	
					Site Plan			Y	N
1	x		x	x	Subdivision	x	Complies		
			x	x	Site Plan	x	N/A		
2	x		x	x	Subdivision	x	Exception *		
			x	x			Complies		
3	x		x	x	Enclosed Municipal Application Form	x	N/A		
			x	x			Exception *		
4	x		x	x	Letter certifying the date plans were submitted to the Municipality	x	Complies		
			x	x			N/A		
5	x		x	x	A set of plans submitted to the Warren County Soil Conservation District Office.		Exception *		
			x	x			Complies		
6	x		x	x	Review Fee [See Appendix A]		N/A		
			x	x			Exception *		
7	x		x	x	Plans: 3 complete sets and, if applicable, 1 additional landscape plan and existing conditions plans for The Morris Canal Committee		Complies		
			x	x			N/A		
8	x		x	x	Acknowledgement that a CD containing the digital drawing of the Lot Line for the proposed subdivision is required for approval.	x	Exception *		
			x	x			N/A		
9	x		x	x	Sheet size 24" x 36", 30" x 42". Other two sets same as first or 8-1/2"x13", 11"x17", 18"x24" or 15"x21".	x	Yes		
			x	x			Exception *		
10	x		x	x	Key map clearly showing location of tract to be considered in relation to surrounding area.	x	Complies		
			x	x			N/A		
11	x		x	x	Title block containing name of applicant, name of preparer, municipality, block and lot numbers, and date prepared.	x	Exception *		
			x	x			Complies		
12	x		x	x	One 4" x 5" block for County approval stamps along right margin (for Approval and Stamped for filing). (Leave area blank)	x	N/A		
			x	x	Plan view of the project showing all road names and numbers and surrounding topography for a minimum distance of 200' beyond the tract boundaries	x	Exception *		
13	x		x	x	Zoning district in which parcel is located should be shown graphically. Lot coverage, height, floor area ratio, density and all setbacks should be provided in a table. Bldg. sq. ft. and total impervious coverage current/proposed	x	Complies		
			x	x			N/A		
14	x		x	x	Highlands Region - Identification of the Highlands Region the subject property is located in	x	Exception *		
			x	x			Planning		
15	x		x	x	Proof of notification to Highlands Council via certified mail receipt or copy of personal service delivery. Pertains to Preservation Area only.	x	Preservation		
			x	x			N/A		
16	x		x	x	Proof of notification to Highlands Council via certified mail receipt or copy of personal service delivery. Pertains to Preservation Area only.	x	Complies		
			x	x	Signed and sealed plan of survey of the lot in question, prepared to scale, including metes and bounds description of the lot by a professional licensed land surveyor.	x	N/A		
			x	x			Exception *		

Item Number	Submission Requirements					Item Description	Applicant	Status	Planning Board	
	Concept Plan	Minor Subdivision (Lot Line Adjustment)	General Development Plan	Major					Y	N
				Subdivision	Site Plan					
17		x	x	x	x	Location of existing and proposed property lines with all applicable dimensions to existing structures.	X	Complies		
18		x	x	x	x	Property line bearings shown in degrees, minutes and seconds.	X	Complies	Exception *	
								N/A	Exception *	
19	x	x	x	x	x	Scale of map, both written and graphic.	X	Complies	N/A	
20	x	x	x	x	x	North arrow that gives reference meridian.	X	Complies	Exception *	
								N/A	Exception *	
21		x	x	x	o	Names of all property owners within 200' of subject property with lot and block numbers shown.	X	Complies	N/A	
22	x	x	x	x	x	Number of proposed lots and remaining land and lot areas in acres.		Complies	Exception *	
23		x	x	x	x	Location of existing structures and their setbacks from existing and proposed property lines.	X	Complies	N/A	
24		x	x	x	x	Natural and artificial watercourses.	X	Complies	Exception *	
25		x	x	x	o	Contours at 2 foot intervals and Topography to determine the natural drainage patterns.	X	Complies	N/A	
26		x	x	x	x	Location of existing easements.	X	Complies	Exception *	
27		x	x	x	o	100-year flood hazard line.	X	Complies	N/A	
28		x	x	x	x	Freshwater wetland delineation confirmed by the NUDEP.	X	Complies	Exception *	
29	x	x	x	x	x	Acreage of entire tract to the nearest hundredth of an acre.	X	Complies	N/A	
30		x	x	x	o	Plan showing all proposed improvements to the tract.		Complies	Exception *	
31		x	x	x	x	Proposed sight easements where required		Complies	N/A	
32		x	x	x	x	Proposed drainage easements where required.	X	Complies	Exception *	
33			x	x	o	All areas to be disturbed by grading.		Complies	N/A	

Existing driveway to remain unchanged

Item Number	Submission Requirements					Item Description	Applicant	Status	Planning Board	
	Concept Plan	Minor Subdivision (Lot Line Adjustment)	General Development Plan						Major Prelim.	Final
			Subdivision	Site Plan	Subdivision					
34		x	x	x	x	Plans showing a R.O.W. dedication to the County consistent with the County Master Plan and/or easements signed and sealed by a professional land surveyor.	X	Complies N/A		Y
35		x	x	x	x	Plans showing any improvements in the County R.O.W., consistent with the County Master Plan, signed and sealed by a professional engineer. (See Appendix E)	X	Complies N/A		N
36		x	x	x	x	Sight lines must be shown for all ingress and egress points in accordance to County Standards (see appendix E)	X	Exception * Complies N/A		
37		x	x	x	x	Existing and proposed right-of-way lines with dimensions to centerline of County Road roadway pavement.	X	Complies N/A		
38		x	x	x	x	Identification and location of all trees in the County right-of-way more than 8" in diameter.	X	Exception * Complies N/A		
39		x	x	x	x	Location and elevation of any survey benchmarks used.	X	Complies N/A		
40			x	x	x	Recorded deeds for any right-of-way or easement dedications.	X	Exception * Complies N/A		
41		x	x	x	x	List of required NJDEP permit application package.	X	Complies N/A		
42		x	x	x	x	Locations of existing railroads.	X	Exception * Complies N/A		
43	x	x	x	x	x	Location of Morris Canal.	X	Complies N/A		
44		x	x	x	x	NJDOT Access Permit.	X	Exception * Complies N/A		
45		x	x	x	x	Utilities and Easements.	X	Exception * Complies N/A		
46		x	x	x	x	Existing and proposed sewers.	X	Complies N/A		
47		x	x	x	x	Existing and proposed water.	X	Exception * Complies N/A		
48			x	x	o	Landscaping plan indicating the types, quantity, size and location of all proposed vegetation, including their scientific and common names.	X	Exception * Complies N/A		
49			x	x	o	Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements.	X	Exception * Complies N/A		
								Exception *		

No proposed improvements within county ROW.

Submission Requirements					Item Description	Applicant	Status	Planning Board	
Concept Plan	Minor Subdivision (Lot Line Adjustment)	General Development Plan						Y	N
		Subdivision	Site Plan	Major Prelim. Final					
Item Number									
50		x	x	o	Drainage area map with drainage limits to each detention basin clearly shown. The paths used in determining times of concentration are to be shown and clearly identified. Pre development and post development drainage area maps with flow paths and areas in acres shown.	X	Complies		
51		x	x	o	Stormwater management report for overall site development in accordance with Warren County Standards.	X	Complies		
52		x	x	o	Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.	X	N/A		
53		x	x	o	Cross Sections every 50' of County Road in the area of any widening. County Road cross sections are to be at a scale of 1" = 5'. [See Appendix E]	X	Complies		
54		x	x	o	Centerline profile of County Road. [See Appendix E]	X	N/A		
55		x	x	o	Design plans and calculation for any proposed bridge or culvert to be maintained by the County. [See Appendix E]	X	Complies		
56		x	x	o	Complete 1" = 20' scale intersection detail of any proposed County Road intersection. [See Appendix E]	X	Exception *		
57		x		x	Contributions (Final)	X	Complies		
58		x	x	o	Soil Conservation Plan	X	Exception *		
59		x	x	o	Traffic Impact Study	X	Complies		
60		x	x	o	Historic Impact Statement	X	Exception *		
							Complies		
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x - Item must be addressed

o - Item may be satisfied in preliminary application

* - Exceptions must be listed and explained on attached sheet

rev. 11/21/08, 02/10/12